

Innovation Program Manager

The Role: Syntis Bio is seeking an Innovation Program Manager to lead initiatives across non-dilutive funding, research partnerships, and IP management. In this role, you will help develop competitive NIH and DoD grant proposals, manage timelines and deliverables for internal and partnered studies, and coordinate with external counsel to track patent deadlines and maintain IP documentation. Reporting to the Head of Corporate Development, you will support the translation of data into clear strategic plans, secure and manage non-dilutive funding to advance innovation, and gain exposure to external industry and academic collaborations.

This is a high-impact, cross-functional role with direct exposure to executive leadership and external partners. It offers a strong foundation for early-career PhD scientist looking to grow into roles in R&D strategy, external innovation, and/or business development.

The Responsibilities:

- Lead scientific strategy and writing for NIH, DoD, and other non-dilutive grant submissions
- Track all grant submissions, awards, deadlines, and related correspondence
- Identify and shape strategy for new non-dilutive funding opportunities
- Coordinate IP activities and interface with external patent counsel
- Lead cross-functional execution and milestone tracking for partnered research programs and alliances
- Maintain internal systems to monitor program progress, risks, and key deliverables
- Inform strategic planning by synthesizing data and highlighting priorities
- Prepare scientific reports, presentations, and external communications

The Ideal Skills:

- PhD or equivalent in life sciences with 1-3 years industry experience
- Proven track record securing NIH, DoD, and/or other federal research funding
- Hands-on experience with submission platforms including eRA Commons and Grants.gov
- Experienced in working with legal teams on patent filings and IP strategy
- Skilled at managing multiple complex projects with minimal supervision
- Proven ability to collaborate across internal teams and external partners
- Strong written and visual communication skills
- Comfortable navigating fast-paced startup environments
- Action-oriented and resourceful problem-solver
- Collaborative team player with experience across research, operations, and business functions

NOTE: Candidates will be asked to provide a brief scientific writing sample (e.g., a grant excerpt, research summary, or manuscript section) that demonstrates clear, structured communication of complex scientific concepts

About Syntis Bio

Syntis Bio is a clinical-stage biopharmaceutical company developing oral therapies that harness the small intestine's unique biology to provide more accessible, effective and sustainable solutions across the healthcare spectrum, from rare genetic disorders to the world's most prevalent conditions. Syntis is rapidly advancing a pipeline of oral therapies engineered for targeted activity in the small intestine, the body's nexus for metabolic control, digestion and drug absorption. Alongside its lead obesity program, SYNT-101, the company is advancing a portfolio of therapies targeting orphan metabolic diseases and intestinal-related disorders. Syntis is headquartered in Boston, MA. For more information, please visit www.synts.bio and follow on LinkedIn.

Syntis Bio is pleased to offer:

- Medical, dental, and vision coverage options.
- Bonus and Equity Plan
- Flexible time off
- Commuter Transit Plan
- Flexible Spending Account Plan
- 401(k) retirement Plan
- Short-Term Disability (STD), Long-Term Disability (LTD), and Life Insurance Plans

Syntis Bio is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, age, sexual orientation, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by applicable laws.