



237 Putnam Ave
Cambridge, MA 02139, USA
careers@strandtx.com
www.strandtx.com

Chief of Staff

Company Overview

Strand Therapeutics is an early-stage biotechnology company utilizing synthetic biology to genetically program mRNA to deliver truly revolutionary immunotherapies.

Building on the idea of creating smart therapies that are capable of making sophisticated decisions, Strand was started by biological engineers working together at MIT who were seeking to apply the concept of the emerging field of mRNA therapeutics. This collaboration led them to build their own mRNA “programming language,” creating the world’s first platform for mRNA smart therapies.

The founders and scientific advisors of Strand Therapeutics are made up of well-known and highly regarded individuals in both academia and the biotech industry. We are located in the Cambridgeport neighborhood of Cambridge, MA.

Become the next standout single *strand!*

Job summary

Strand is looking to build a team that understands the value of working at a start-up. Joining the company now means having vast opportunities to learn and grow including having the exposure to all aspects of building a company. We are looking for people who have the enthusiasm and motivation to be a highly contributing member of a small team. This opportunity will offer the employee the ability to work closely with the founding team, as well as to form close partnerships with team members during the development and formation of the company.

As the Chief of Staff to the CEO, you will work with the executive leadership team on day-to-day prioritization, management of strategic projects, and the coordination and strategic alignment of diverse business activities – both internal and externally facing. This position will play an essential role in a broad range of activities necessary to drive and manage critical operational and strategic aspects of our growing company. Working closely with the CEO and leadership team, you will be responsible for executing deliverables so that the Company attains its’ goals. In addition, you will integrate internal communications for the Company and ensure that the right connections are made on behalf of the CEO for both internal and external activities, facilitating relationships with key stakeholders.

This role is perfect for someone who is looking to learn the ins-and-outs of running a rapidly scaling biotech company and is energized to take ownership over a wide range of responsibilities that will change on a weekly basis.

Primary Responsibilities:

- Act as “thought partner” to CEO for both internal and external activities.
- Facilitate and manage a broad range of projects to help ensure attainment of strategic priorities consistent with corporate goals. Work with leadership team members individually and collectively on key business projects.
- Ensure that key initiatives in support of Strand’s goals are on track, intervening as appropriate to ensure meeting goals. Monitor and report progress to CEO, triaging and escalating issues as appropriate.
- Contribute to the development and implementation of various internal initiatives such as those relating to internal communications, policies, decision making systems, etc.
- Support the development and preparation of executive-level presentations.
- Attend board meetings to take and to distribute notes from the meeting.
- Build and integrate slide decks to prepare for internal and external meetings/presentations.
- Collaborate with the people team to drive content development and engagement for large scale internal events and initiatives.
- Operate at a tactical, strategic, and operational level, handling the oversight of projects that do not neatly fit within the organizational chart or that fall between departments or leadership areas of responsibility.
- Own CEO schedule prioritization.
- Develop and assemble organizational annual goals, measure progress, and provide updates to stakeholders.
- Track high priority initiatives for the CEO to identify any potential obstacles.
- Connect teams that are working on similar initiatives and develop communications to the organization.

Qualifications

- Bachelor's degree required; MBA preferred.
- 5+ years of professional experience in the life science industry; experience in management consulting preference.
- Knowledge of and experience with pre-clinical stage companies.
- Team oriented, highly motivated, execution focused with strong work ethic, ability to thrive in a high growth, entrepreneurial environment.
- Demonstrated ability to learn quickly and operate across teams.
- Experience working directly and speaking candidly with C-suite and VP-level executives.
- Strong project management skills with a desire to bring structure to undefined processes.
- Excellent organization and attention to detail and an ability to anticipate and remediate problems that arise is essential.
- Strong analytical problem-solving & interpersonal skills.
- Experience with working in high growth, collaborative organizations.

- Demonstrated ability to clearly and concisely communicate with and prepare presentations for CEO and senior leadership team.
- Highly adaptable and responsive to technical and business opportunities and needs – comfortable delivering against challenging commitments.
- Thrives on helping others reach their full potential.
- High level of integrity

Strand offers a fast-paced, entrepreneurial, team-focused startup environment. We also offer a top-notch benefits package (health, dental, life, vacation, gym, 401k, and commuter) and work/life integration. Being part of the Strand team allows you to become part of a small team that supports professional development while working together to meet Strand's goals.

Strand Therapeutics is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, gender identity, sexual orientation, age, religion, national or ethnic origin, disability, protected veteran status or any other basis protected by applicable law. Strand does not accept unsolicited resumes from any source other than directly from candidates.

Job Type: Full-time

Salary: commensurate with role and experience