



Position: Investor Relations–Communications Manager

Summary

The Investor Relations (IR)–Communications Manager will be responsible for planning and executing tactical communications activities to support IR and communications initiatives. This individual will help organize and support logistics for investor conferences, investor and analyst meetings, non-deal road shows, quarterly and *ad hoc* conference calls, annual meeting of stockholders, and may support activities for medical and scientific conferences as well. This individual will also take ownership of the IR database/content management system and the IR section of the corporate website. Other responsibilities will include tracking media interactions, media coverage, and social media activity as needed, along with assisting with internal communications.

The successful candidate's efforts will help support Aimmune's strategies to communicate effectively to the financial, medical, and patient communities. This individual will report into the Investor Relations and Communications functions and will collaborate with colleagues from other groups (business development, legal, medical affairs, HR, etc.) and external IR and PR agencies to execute the tactical activities for IR and communications plans.

Specific Responsibilities:

- Maintain investor relations calendar of investor conferences, non-deal roadshows, and medical and scientific meetings
- Organize all investor conference and investor/analyst meetings activities, including registrations, travel logistics (with administrative support), schedules, briefing information, and webcast arrangements
- Maintain investor relations database/content management system, ensuring timely updates, and preparing reports for executive management and IR targeting activities
- Coordinate updates to the IR section of the website through external vendor
- Review and coordinate updates to the email news list through external vendor
- Assist with formatting of corporate presentation in PowerPoint
- Track media coverage and interactions and keep media lists up to date
- Manage production of communications materials, including fact sheets, infographics, and videos
- Work with HR to support internal communications activities and participation in advocacy events

Qualifications / Requirements:

- Bachelor's degree required
- 5+ years of communications experience
- Healthcare experience, preferably with a biotech or pharmaceutical company
- Proven experience managing projects from start to finish, using process trackers and highlighting issues to managers that may impact timelines and outcomes

Special Skills / Knowledge:

- Excellent communications skills
- Superior attention to detail
- Excellent organizational and time management skills; ability to achieve results while operating with a sense of urgency
- Ability to adapt quickly and adjust priorities or plans to accommodate changing objectives; comfort with uncertainty
- Confidential approach to managing information at a public company
- Excellent judgement while working independently and raising issues appropriately
- Strong interpersonal skills across organization levels, functions, external agencies, and brokerage firms
- Excellent computer skills, including expertise in Microsoft Outlook, Excel, Word, and PowerPoint

About Aimmune Therapeutics, Inc.

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug for peanut allergy, AR101, is in Phase 3 clinical testing in North America and Europe. Headquartered in the heart of San Francisco's biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources (careers@aimmune.com) with the job title in the subject line.

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.