



**Position: Director, Medical and Scientific Communications**

**Reports to: Sr. Director, Medical Affairs**

### **Summary**

The Director of Medical and Scientific Communications will be a key-member of a newly formed Medical Affairs team within a fast-paced, dynamic, and actively growing organization at Aimmune Therapeutics. Aimmune is a very young company (6 years old) with less than 100 employees founded out of advocacy and a universal need to develop treatments for food allergies. The company has extensive needs to educate HCPs, patients and families, and the general public on the unmet needs in treating food allergies. The Director of Medical and Scientific Communications, using out-of-the-box thinking, will be instrumental in helping to shape the strategy for these educational needs through the establishment of Global Publication strategies, tactics, and teams; working cross-functionally on congress activities; establishing a Medical Education program; and identifying organizational needs for Medical Information services. He/she will have excellent collaboration and influencing skills and will partner with colleagues in Europe and other groups such as Marketing, Public Affairs, and Clinical Development. This position also provides the unique opportunity to define a new therapeutic space and to work closely with Thought Leaders also committed to the development of standardized treatments in a complex therapeutic area.

### **Key Responsibilities include:**

- Establish and lead a Global Publications team, and oversee execution of the global publication plan. This includes development and implementation of a publications SOP/guidance and tracking publications activities to ensure Good Publication Practices are followed
- Develop the IME/CME/Grants process and ensure educational objectives are established and adhered to
- Identify company needs for Medical Information services while collaborating with the pharmacovigilance team and other parts of the organization to establish a Medical Information Call Center
- Provide continued assessment of Medical Information Response Letters, including strategic development of Letters and development of a compliant process for tracking Medical Information Requests that includes company presence at congresses in Medical Information exhibits
- Manage internal library services
- Choose, contract with, and supervise agencies for various Medical Affairs activities
- Other potential responsibilities are related to traditional Medical Affairs activities and could involve assistance with KOL management, advisory boards, company sponsored symposia, and/or future MSL resource development and training

- Assist agency of record in development of Aimmune's scientific platform and strategic publication plan
- Ensure the content, accuracy, format and consistency of materials.

**Qualifications include:**

- Advanced degree (MS, RN, MD, Pharm.D., PhD, or other) required
- Minimum of 8+ years' directly related experience in the biopharmaceutical industry; allergy/immunology experience preferred
- Experience leading and managing publications, grants activities, and medical information processes
- Excellent communication, presentation, and time management skills required; must be adaptable and able to work in a team environment across all levels of the organization
- This position is based in Brisbane, CA
- Willingness to travel (~25%), globally and domestically,

**Special Skills:**

- Proficiency with Excel and Power Point for budgeting, strategic planning and communication of departmental initiatives
- Knowledge and understanding of relevant clinical and therapeutic issues
- Ability to create and present on scientific and clinical data
- Proficient in scientific literature searches, analysis, and evaluation
- Strong science and clinical expertise in allergy/immunology and/or relevant specialized disease state area/s
- Demonstrable ability to drive for results and to support team and corporate success through technical expertise and broad-based business acumen
- Ability to apply FDA, legal, regulatory, and compliance requirements to all Medical Affairs activities

**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](mailto:careers@aimmune.com)) with the job title in the subject line.**

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.