

Human Resources Director

SUMMARY:

Icosavax, Inc. is a publicly traded (NASDAQ: ICVX) biopharmaceutical company leveraging its innovative VLP platform technology to develop vaccines against infectious diseases, with an initial focus on life-threatening respiratory diseases. Icosavax's VLP platform technology is designed to enable multivalent, particle-based display of complex viral antigens, which it believes will induce broad, robust, and durable protection against the specific viruses targeted. Icosavax's pipeline includes vaccine candidates targeting respiratory syncytial virus (RSV), human metapneumovirus (hMPV), and severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Icosavax was formed in 2017 to advance the breakthrough VLP technology from the Institute for Protein Design at the University of Washington with the goal to discover, develop, and commercialize vaccines against infectious diseases. Icosavax has an experienced management team and has raised over \$350M to date.

Icosavax seeks to hire an HR Director to build and lead the HR function. The Director of HR reports to the Chief Business Officer and will serve as the primary resource and strategic partner responsible for all aspects of people operations including talent acquisition/staffing, training and development, performance management, compensation and benefits administration, employee onboarding. This role will hire and help motivate and retain the right talent and partner with leadership to build the culture of the organization. Based in Seattle, WA, this role will interact closely with business operations, and partner with people across the organization to build a highly functional and thriving team.

The successful candidate will be highly self-motivated, ambitious, and creative. They will be comfortable working on several diverse projects simultaneously. They will have excellent problem-solving skills as well as strong written and verbal communication skills. This position requires someone who thrives in a fast-paced environment and can roll up their sleeves and assist where needed, working within a lean operations team, and partnering with employees at all levels of the organization.

RESPONSIBILITIES

Plan, develop, organize, implement, direct and evaluate the organization's human resource function and performance including:

- **Oversee and manage hiring and onboarding of new talent**
 - Work closely with external HR support consultants and third-party recruiters to build all departments
 - Coordinate on-boarding with hiring managers and operations team
 - Consider appropriate team structure, balancing FTEs with consultants and temporary assistance where appropriate



- Talent planning and development
 - Build and manage performance management process and system; develop employee review process for upward and downward feedback
 - Develop employee orientation and training programs
 - Provide support and guidance to people leaders on managing individual and team performance
 - Assess and determine appropriate applicant tracking system needs.
- Employee engagement
 - Lead and support people engagement initiatives that drive company culture, employee engagement and retention for employees working in Seattle and remotely
 - Work with Operations team to plan at least 2 all-company events per year, with one or more off-site
- Benefits management & HRIS
 - Manage outside professional employer organization
 - Evaluate existing benefits and develop recommendations on path forward for benefits management; implement changes based on approved recommendations
 - Act as HR administrator for PEO system and assess and determine further, appropriate HRIS system needs.
- Policy development
 - Develop and maintain policies as needed including employee handbook, personnel policies, employee records retention and documentation policies
- Other
 - Build and manage budget for all planned HR activities

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

- 8-10+ years experience managing human resources with increasing levels of responsibility and leadership
- Minimum of 5 years management experience including experience building an HR team
- Experience building a rapidly growing life science organization, including hiring, building high-performing teams, shaping overall culture direction, and drafting critical policies
- Experience with HR operational practices including benefits, employee relations, data management, leave management, on/off-boarding, employment laws and regulations
- Bachelor's degree in Human Resources Management, Business, another relevant field, or equivalent work experience
- Ability to handle highly sensitive, confidential information and situations
- Successful experience working collaboratively with cross-functional internal and external teams
- Ability to work with all levels of management and effectively communicate with people at all levels and from various backgrounds.
- Excellent priority setting and project / time management skills; timeliness on delivering commitments, ability to be flexible and respond to shifting business needs; ability to handle and execute against multiple diverse priorities



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Job Announcement

- Ability to gather data, establish facts, draw valid conclusions, and propose solutions.
 - Strong Microsoft Excel and PowerPoint skills are a must
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**Location for this role is at the Icosavax headquarters in Seattle, Washington, USA.
Expectation is for the role to be in-office most days of the work week**

Please send cover letter and resume to careers@icosavax.com