



Job Announcement

Senior Director, Information Technology

SUMMARY: Icosavax, Inc. (NASDAQ: ICVX) is a publicly traded 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). Based in Seattle, 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 seeks an experienced Director or Senior Director of Information Technology to join our Seattle operations team. Reporting to the Chief Business Officer, this role will be responsible for the strategy, planning, and implementation of company's IT infrastructure and support services to include networking, data security, technical support, and training. This role will evaluate IT requirements for the organization and analyze new software and hardware and infrastructure to determine usefulness and compatibility with existing systems. The role will manage external consultants and service providers to meet the overall IT needs as Icosavax grows.

RESPONSIBILITIES:

- Understand the organization's goals, objectives, and strategic direction to identify opportunities for technology solutions across various departments (e.g., lab-based scientific teams, global program management, clinical operations, legal, accounting and finance).
- Develop and implement Information Technology strategic priorities, objectives, programs and services.
- Develop, oversee and enforce IT policies, procedures and associated plans for data security, facility access control systems, data center, and infrastructure based on industry-standard best practices as well as SOX, HIPAA, GDPR, PHI, FDA, and privacy requirements; ensure that employees remain appropriately informed and trained.
- Establish and build relationships with vendors, including evaluating vendor capacity and security and leading negotiations relating to all IT and AV needs.
 - Direct activities of and manage all external IT consultants, specialists, and service providers in the implementation of the IT strategy as well as day-to-day help-desk needs
- Develop and maintain technical standards for IT and AV hardware, software, maintenance, security, backup systems, network infrastructure and other IT and AV related systems – for both office and laboratory.



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- Oversee transition to new facility(ies); participate in the design of IT and AV infrastructure for new facility(ies); oversee implementation / installation
 - Maintain all IT and AV equipment
 - Oversee purchasing of all equipment and maintenance of product, software, and support licenses.
 - Ensure continual maintenance with minimal disruption to end user.
 - Complete regular IT security assessments and audits; define gaps and design and implement solutions to fill identified gaps.
 - Develop, implement and maintain appropriate disaster recovery mechanisms for all Information Technology and telecom systems.
 - Prepare, communicate, and manage IT budget.
 - Other duties as assigned.
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EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

- 10+ years of hands-on IT leadership and business partner experience, preferably within the Biotech/Pharma industry
- 5+ years of experience leading Information Technology teams and managing and implementing IT solutions in a start-up public biotech environment
- BS in Computer Science or related field
- A complement of systems integration, cloud solution, and data security certifications preferred (Microsoft certifications most relevant)
- Experience leading an Information Technology department responsible for diverse business units
- Experience building and scaling IT infrastructure to support a small company in high growth mode
- Comprehensive knowledge of essential IT functions including network infrastructure, storage, servers, databases, single-sign-on/authentication solutions, cloud computing, mobile device integration, ERP, disaster recovery, security, telecommunications, and vendor management
- Experience coordinating and delivering a high touch service level in a fast-paced multi-disciplinary company
- Proficiency with administration and user support for Microsoft Outlook, Excel, Word, PowerPoint and TMF Reference Model; basic understanding of Microsoft Project and/or Smartsheet; experience with Egnyte preferred

Preferred location for this role is at the Icosavax headquarters in Seattle, Washington, USA.

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