

Protara Therapeutics, Inc.

Job Title: Director of Investor Relations & Corporate Communications
Department: G&A, Finance
Reports to Title: Chief Financial Officer
Location: Position based in NYC

Company Overview:

Protara Therapeutics is committed to identifying and advancing transformative therapies for people with cancer and rare diseases with limited treatment options. Protara's portfolio includes its lead program, TARA-002, an investigational cell-based therapy being developed for the treatment of non-muscle invasive bladder cancer and lymphatic malformations, and IV Choline Chloride, an investigational phospholipid substrate replacement therapy for the treatment of intestinal failure-associated liver disease.

Job Overview:

The Director of Investor Relations and Corporate Communications will be responsible for ensuring the company is appropriately and strategically positioned with analysts, investors, media, and all other relevant internal and external stakeholders. This role will support Management in developing the overall investor relations and corporate communications strategy and will be responsible for its execution. This individual develops and manages all external corporate messaging for Protara, using mediums such as corporate website, press releases, annual and quarterly reports, and corporate presentations. The role will report directly to the Chief Financial Officer and will have significant exposure to senior leadership.

Key responsibilities for this role will include (Other duties may be assigned):

- Work with CFO and the Company Leadership team to develop and execute a comprehensive, best-in-class IR and corporate communications program, that aligns with company strategy and leverages a strong understanding of the investment, biotech and pharmaceutical communities to enhance the perception and visibility of Protara
- Prioritizes communications needs and directs appropriate and timely responses.
- Responsible for strategy and execution of integrated corporate PR / IR program.
- Responsible for corporate message development and creation of all communications materials including but not limited to press releases, and corporate presentations.
- Collaborate with various functions within Protara, including finance, HR, R&D, regulatory, medical etc, to develop consistent messaging and flow across all internal and external collateral materials
- Manage interactions and communications with existing and potential shareholders and sell-side analysts; be responsive to information needs in compliance with company policies and securities regulations
- Gather real-time insights and analysis from analyst reports, investment sentiment and competitor activity, and effectively prepare Protara leadership team/other internal stakeholders for external interactions
- Share market intelligence and investor perceptions of the company's performance, and make sure investors are represented as a key stakeholder in the formation/execution of program strategy and communications
- Partner with legal to develop securities filings/other disclosures and ensure compliance with company policies and securities regulations
- Oversee routine analysis of shareholder base, refinement of investor targeting strategy,

Director of Investor Relations & Corporate Communications

- Assist in development of strategic communications directed at the investment community related to corporate and product milestones, quarterly financial results, annual report, and other disclosures, including press releases, conference call scripts, slides and Q&A
- Manage corporate overview presentation and the IR section of corporate website
- Assist in the development of presentations for internal and external purposes specifically associated with updates on the Company's development programs and strategy
- Help organize, plan, attend and track Company road shows, presentations, speaking engagements and conferences
- Serve as primary contact and resource for fielding investor calls, requests for information, and shareholder questions
- Manage third party vendors and resources

Education and/or Experience:

- BA/BS required, Degree in the life sciences, Journalism, Public Relations, Communications, or related field
- Requires 7+ years of experience, 2+ years of IR/Corporate Communications experience at a public biotech/pharma/life science company
- Requires excellent written communication and interpersonal skills
- Strong planning, organizational, time and project management skills to prioritize and complete multiple assignments and coordinate workflow
- Ability to handle confidential information
- Advanced proficiency in MS Word, Excel, PowerPoint, Concur, and Outlook
- Must be able to anticipate needs, be proactive and exercise independent decision-making
- Must be able to perform in a high-pressure environment, and be able to meet tight deadlines
- Has superb written and verbal communication skills, as well as the ability to draft engaging and impactful messages for inspiring

Other Skills and Abilities:

- Ability to handle several projects at once, while paying close attention to details.
- Must be able to work with minimal supervision and have the capability to provide counsel to business leaders.
- Expertise in planning and implementing strategic communications- internal and external as well as change management communication.
- Ability to develop strong professional relationships with internal stakeholders and work effectively with all levels of the organization.