



Position Title:	Head of IT & Facilities
Department:	Finance, Accounting & Operations
Hiring Manager:	CFO

Our vision is a world where science, passion, and compassion create better todays and more tomorrows.

Position Overview:

At Astria, we are devoted to bringing hope with life-changing therapies to patients and families impacted by HAE and other rare and niche allergic and immunological diseases. This role requires a strategic thinker who is looking to broaden their impact across the organization and enable the organization to function efficiently and effectively. To that end, the Head of IT and Facilities must learn the needs of the organization to then offer solutions and automations to processes. An excellent candidate will exhibit a high attention to detail, be a problem solver and great thought partner, and possess a willingness to drive problems to resolution.

The ideal person will be someone who has worked for a small company and is used to wearing multiple hats with multiple responsibilities and enjoys prioritizing, communicating, and collaborating.

Responsibilities:

IT:

- Supervise the activities of Astria's full-time Sr. Manager, IT and contracted service provider (including onsite desktop support).
- Partner with leadership to establish practices for planning, budgeting, prioritization, and governance.
- Partner with other functional teams across the company to support their strategic visions.
- Develop and maintain a rolling 3-year strategic roadmap illustrating where the IT organization is headed.
- Continuously evaluate existing processes to improve effectiveness and/or efficiency.
- Coordinate and evaluate the work of the IT team to ensure technical discipline to meet deadlines – not only within IT, but for other departments.
- Create and manage the overall IT budget, allocations, and tracking of spending.
- Establish consistent and repeatable policies to maintain system software and devices to deliver security patches to computing platforms.
- Ensure IT policies & procedures are followed, maintained, and updated consistently.
- Demonstrate leadership by ensuring department and individual goals are met.
- Responsible for manager performance assessments and improvement plans.

- Oversee and drive improvement in the desktop, laptop, and virtual desktop infrastructure and related software supporting all employees.
- Lead corporate cybersecurity efforts, including ongoing remediation activities, planning for continuous improvement, and regular communication with the audit committee.

Facilities:

- Oversee current space including creating a strategic plan of long-term needs of organization.
- Manage Office Manager in day-to-day responsibilities for office.
- Develop policies and strategies to maximize the effectiveness of onsite and hybrid office attendance.
- Ensure we are maximizing current systems and equipment.
- Maintain a mindset for continuous systems and facilities improvements in combination with company growth.
- Oversee planned growth and potential future office space.
- Develop a real estate strategy that is appropriate for planned growth and clinical milestones including potential lease extensions, extension with expansion and/or new sublease.
- Own and implement office space plan.
- Partner cross functionally to implement best practices.
- Partner with HR on onboarding, company policies, and other initiatives.
- Create, implement, and drive facilities guidelines and protocols for company.

Qualifications:

- Bachelor's degree preferably in Information Technology or Business. Master's degree in Information Services or Business Administration is a plus.
- 10+ years of experience in hands-on IT, facilities, and people management, at least 5+ in Biotech – Pharma.
- 5+ years of leadership experience in an Information Technology role with a track record of mentoring, leading, and developing talent.
- Extensive and hands-on expertise in:
 - Business systems requirements, roadmaps, implementation & operations in a Biotech setting – including R&D, G&A, manufacturing & clinical systems
 - End user computing systems, i.e., Mac, PC, mobile devices
 - Identity management, e.g., Okta
 - SAAS applications, e.g., O365, Zoom, Slack, etc.
 - Meeting room technology
- Experience planning, delivering, and managing change in matrix organization.
- Extensive vendor selection and management experience.
- Strong strategic and financial planning and management skills.
- Experience in cybersecurity and risk management frameworks.
- Strong interpersonal and relationship management and executive collaboration and communication skills.
- Friendly, communicative, and collaborative approach and style.