

75 State Street, Suite 1400, Boston MA 02109 USA



Position Title:	Investor Relations Specialist / Sr. Specialist
Department:	Corporate Affairs
Hiring Manager:	Director, Communications & Investor Relations

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

Position Overview:

Investor Relations Specialist/Sr. Specialist

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. We are seeking an Investor Relations Specialist / Senior Specialist to support us in furthering our mission and strategy through the development and execution of our Investor Relations objectives. This person will collaborate across the organization and will be involved in coordinating earnings calls, preparing for investor conferences, and analyzing the investor and equity research landscape.

Responsibilities:

- Help drive an active IR calendar including planning, logistics, and execution of investor conferences, programs, non-deal roadshows, meetings, and other investor events.
- Assist in preparing quarterly earnings materials including press releases, presentations, and conference call scripts.
- Track and provide updates on changes to shareholder base, peer performance, and capital market trends.
- Monitor company-specific and industry-wide sell-side research including scientific content and financial model updates.
- Maintain our corporate Q&A documents.
- Maintain and update the Investor Relations section of corporate website to reflect up-to-date information.
- Prepare background information for key spokespeople in advance of investor meetings.
- Be an expert user of the Customer Relationship Management (CRM) tool to build reports and analyze data.
- Collaborate with key internal stakeholders (Communications, Finance, Legal, etc.) and assist in managing external agency and vendor relationships.
- Support in the preparation and execution of the Annual Shareholders' Meeting in close collaboration with the Legal and Finance teams.

Qualifications:

- Bachelor's degree in Finance, Communications, or Biology/Chemistry degree with some communications or financial work experience preferred
- 2-5 years professional experience in an investor relations, equity research, or investment banking position
- Biotechnology, pharmaceutical, or life science experience strongly preferred
- Demonstrated analytical capabilities and excellence in written communication

- Strong client service focus and ability to work independently and in teams, as well as excellent attention to detail, organizational skills, and ability to prioritize
- Demonstrated ability to handle sensitive and confidential information