



## **Director of Information Technology**

**Location:** Waltham, MA

**About Us:** At Nightstar, our mission is to maintain and restore sight in patients with inherited retinal diseases. We are a clinical-stage company focused on developing and commercializing a pipeline of novel and potentially curative, one-time retinal gene therapies for patients suffering from rare inherited retinal diseases that would otherwise progress to blindness, and, for which, there are no currently approved treatments.

**Job Purpose:** We are seeking a Director of IT to lead the planning and implementation of enterprise information systems to support R&D and general business operations. Manages all IT costs, managed service providers, all outsourced IT services, and any internal IT staff. Maintains Legal and Regulatory compliance in all IT operations, including information security. Provides direction and support to protect the security and integrity of and increase the value of all information used by the company. Engage and partner with senior leaders and business and process owners to leverage emerging technologies to address strategic enterprise goals including enterprise and business applications, cyber security, end-user services, infrastructure and governance

The ideal candidate will have exposure to applications, infrastructure and enterprise security operations needed to support a development stage biotechnology company and the ability to oversee managed service providers in the delivery of IT infrastructure and security services.

### **About the role:**

#### **Strategy & Planning**

- Coordinate the evaluation, deployment, and management of current and future IT systems across the organization.
- Develop and maintain an appropriate IT organizational structure that supports the needs of the business.
- Establish IT departmental goals, objectives, and operating procedures.
- Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and processes, including staffing, sourcing, purchasing, and in-house development.
- Review and negotiate hardware and software acquisition and maintenance contracts; and pursue master agreements to capitalize on economies of scale
- Develop, track, and control the information technology annual operating and capital budgets.
- Develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- Assist other business units in the protection and management of information assets, and the selection and implementation of information acquisition and management processes and non-IT systems.

#### **Applications Management**

- Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major information systems.
- Support Discovery and Development business partners in their use of information technologies
  - Implement research and development system projects, directing development, release and maintenance activities.
  - Develop strategic plans for progressing of key R&D initiatives including Clinical Data Management, Laboratory Information Management, Quality Systems and Electronic Lab Notebooks.



### **Operational Management**

- Ensure continuous delivery of IT services through oversight of service providers, oversight of service level agreements with end users, and monitoring of IT systems performance.
- Ensure IT system operation adheres to applicable FDA, SEC, and other applicable laws and regulations.
- Oversee contingency planning and IT security and compliance by establishing controls and processes in support of data security, PHI, SOX and other relevant regulatory requirements
- Assess and work to mitigate risk across the company related to information technology and usage.
- Keep current with trends and issues in the IT industry, including current technologies and prices. Advise, counsel, and educate executives and management on their competitive or financial impact.
- Supervise recruitment, development, management, retention, and organization of all IT staff in accordance with corporate budgetary objectives and personnel policies.
- Other duties as assigned.

### **Critical Competencies:**

- Bachelor's degree in Computer Science, Information Systems, related field or equivalent experience
- 5 years of IT management experience
- Familiarity and experience with information security frameworks such as NIST, GDPR, PCI, CIS20
- Knowledge of pharmaceuticals business practices and direction including research and development
- Experience with managing IT Infrastructure Service Providers preferred
- Experience with Information Security concepts, tools and best practice preferred
- Strong practical experience in the planning, implementation and ongoing support of Applications and Infrastructure to support Discovery and Development environments at a clinical-stage Biotech company preferred

### **Behavioral and Interpersonal:**

- Strong project management skills; experience in organizing, planning and executing projects from vision through implementation, involving internal personnel, contractors and vendors; ability to analyze project needs and determine resources needed to meet objectives
- Strong communicator with ability to maintain open communication with internal employees, managers and customers as needed
- Able to integrate and apply feedback in a professional manner
- Able to prioritize and drive to results with a high emphasis on quality
- Ability to work as part of a team

**Contact:** Katherine Danyluk, Recruiting Coordinator  
[careers@nightstartx.com](mailto:careers@nightstartx.com)  
+1 (617) 481-1709