



Position Title:	IT Manager
Department:	IT & Operations
Hiring Manager:	CFO
Date Opened:	July 2021

We are a team of experts from multiple disciplines who have come together driven to bring hope with life-changing therapies to patients and their families.

Position Summary:

We are seeking a dynamic driven leader to establish and lead the Catabasis IT Department. There are many opportunities for our new IT Manager to set the technological direction of the company. This person will report directly to the CFO and have broad responsibility for IT strategy and planning, network infrastructure and application development. This is an opportunity to be the first permanent IT employee and to build a function in a highly dynamic and fast-growing organization.

Responsibilities:

- Define IT infrastructure and application strategy, architecture, and processes
- Lead large IT projects, including the design and deployment of new IT systems and services
- Manage the relationship with, and monitor the performance of, Catabasis's Managed Service Provider
- Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure
- Own and Oversee Cyber Security including training and awareness
- Responsible for development and maintenance of appropriate IT Policies/ Procedures to support good business practices as well as regulatory requirements
- Develop and manage an annual IT Portfolio of infrastructure solutions as well as business application solutions
- Oversee and manage the overall IT budget (TBD centralized vs decentralized)
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs
- Manage Catabasis's end user hardware inventory, software licenses, and permissions/access to ensure appropriate internal controls and cost management
- Execute IT risk assessments, develop mitigation plans and report to senior management
- Provide direction for hardware/software deployment and change management activities
- Manage vendor and third-party service provider relationships to maximize value to the business and reduce costs wherever possible
- Maintain current technical knowledge and introduce new technologies to benefit the business

Requirements:

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience
- 7+ years of experience working in IT operations / business applications
- Experience managing vendor relationships

- Experience leading and managing large IT projects and rolling out IT applications and infrastructures across various technologies
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
- Strong critical thinking and decision-making skills
- Excellent project management skills and strong ability to prioritize
- Firm grasp on IT infrastructure and operations best practices
- Knowledge of regulatory requirements including SOX, GxP and GDPR
- Experience with SharePoint a plus
- Biotech experience preferred