



Position Title:	Investor Relations Manager
Department:	Corporate Affairs
Hiring Manager:	Andrea Matthews
Date Opened:	February 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 Overview:

At Catabasis, we are driven to bring hope with life-changing therapies to patients and families affected by rare disease. We are seeking an Investor Relations Manager to support us in furthering our mission and strategy through the development and execution of our investor relations strategy. This person will partner with senior management across the organization and will be heavily involved in all aspects of investor relations from coordinating earnings calls, investor conferences and meetings to analyzing the investor and equity research landscape.

Responsibilities:

- Help drive an active IR calendar including the planning and execution of investor conferences, programs, non-deal roadshows, meetings, and other investor events.
- Serve as primary point of contact to corporate access teams to plan logistics for investor events.
- Assist in preparing quarterly earnings materials including press releases, presentations, and conference call scripts.
- Track and provide updates on changes to the shareholder base, peer performance and capital market trends.
- Conduct research projects and benchmarking to guide IR strategy and plans and stay current on competitive landscape.
- 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.
- Actively manage the Customer Relationship Management (CRM) tool to track all IR interactions.
- Collaborate with key internal stakeholders (External Affairs & Communications, Finance, Legal, etc.) and assist in managing external agency and vendor relationships.
- Support the preparation and execution of the Annual Shareholders' Meeting in close collaboration with the Legal and Finance teams.

Qualifications:

- At least 2+ years of relevant work experience in an investor relations, equity research or investment banking position
- Biotech, pharmaceutical, or life sciences experience strongly preferred.
- B.A. in Finance, Communications, or Biology/Chemistry degree with some communications or financial work experience preferred.
- Excellent analytical capabilities and oral and written communication skills.
- 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.
- Proactive and direct communication style.
- Demonstrated ability to handle sensitive and confidential information.

15% – 20% Travel will be required when travel at Catabasis resumes.