



Our Mission: Healthy hearing available to all.

Akouos is building the leading gene therapy company focused on hearing disorders. Our objectives are to **restore** the inner ear's ability to produce functional proteins required for hearing, **rejuvenate** structures of the hearing circuit critical for high-fidelity signal transduction and inner ear homeostasis, and **reinforce** healthy hearing with local, enduring protein production to protect against drug-, noise-, and age- associated ototoxicity.

Ensuring delivery to the right cells, in the right amounts, and at the right time is central to our ability to restore and preserve hearing. Recombinant adeno-associated viruses (AAVs) can be harnessed as powerful vectors that are capable of safely and efficiently delivering therapeutic nucleic acids to the nuclei of target cells. Akouos' initial focus is on delivery of AAV gene therapies to treat hearing loss in genetically-defined patient populations.

Akouos launched in 2017 with backing from 5AM Ventures, New Enterprise Associates, and Partners Innovation Fund.

*This is an opportunity for an innovative and responsible human resources professional to work directly with the leadership team to design, implement, and align Human Resource strategies with business needs in a fast, start-up biotech environment.*

### **Senior Manager/Director, Human Resources**

**Overview:** This position ensures that HR services are aligned with the company's strategic business objectives and positioned to enable the company to successfully meet business goals and objectives of the organization. Direct the effective delivery of all Human Resource services including: staffing, employee relations, benefits, performance management, compensation management, learning and development and compliance. This position will report to the Chief Executive Officer.

### **Responsibilities:**

#### Staffing

- Develops accurate job descriptions, establishes appropriate salary ranges and develops and implements recruiting plan for open positions.
- Identifies candidates via various external and internal sources (internet sites, applicable industry and professional associations, employee referrals, networking, etc.)
- Conducts primary interview and evaluates candidates for open positions (via a thorough interview process). Works with hiring managers to ensure candidates' skills and experience meet position requirements and the most qualified candidates are selected.
- Utilizes cost-effective methods to successfully hire for the open positions within an appropriate time-frame.



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- Communicates effectively with supervisors and senior management to ensure current staffing objectives are being met and to adequately anticipate and plan for future staffing needs.

### Employee Relations

- Ensures that HR programs and practices are administered in a fair and equitable fashion.
- Provides guidance, advice and counsel to employees and managers regarding a broad range of employee relations issues (e.g., performance issues, manager-employee communications, grievance resolution, morale, attendance, etc.).
- Interprets, explains and applies various HR practices and programs and relevant employment and labor laws to employees and managers.
- Develops and maintains progressive HR programs and practices that allow for flexibility to accommodate employees' needs while enabling the company to remain competitive in the external business environment.

### Performance Management

- Works with managers and employees to promote and administer all elements of a pay for performance philosophy.
- Provides assistance and counsel to managers on effectively delivering performance feedback to employees.
- Works with managers to ensure that employee performance evaluations are completed on time and provide objective feedback regarding employee performance and contributions.
- Meet with employees and provide assistance in professional development throughout the company, including short and long-term growth and development opportunities.

### Compensation Management

- Develops and maintains total compensation and benefit programs that reflect the value the company places on its employees and which are competitive in the marketplace.
- Maintains current data regarding competitive compensation practices, conducts thorough job evaluations, develops salary structures, and researches compensation-related issues.
- Ensure ongoing federal, state and local compliance of all programs
- Manages the annual compensation process (e.g. salary, bonus, and long-term incentive plans)
- Work with the Chief Executive Officer to propose and report on key compensation programs including short and long term incentive plans designed to reward and retain key talent

### Learning & Development

- Oversees the development and delivery of comprehensive training and development programs which are aligned with the company's key competencies and enable employees and managers to successfully meet personal, professional and corporate goals.
- Design and conduct new hire orientation program to enable new employees to quickly and effectively adapt to the company culture.



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### Compliance

- Ensures the company's HR practices comply with all current federal and state employment and labor laws.
- Develop and maintain the Benefits Summary and ensure consistency of application throughout company.

### Benefits

- Oversees the management and delivery of all benefit programs (e.g., health disability, life).

### Operational

- Prepare and manage budget for all human resources operations.

### **Qualifications:**

- Bachelor's degree 7-10 years in Human Resources
- **M.S. degree or PHR/SPHR certification desired.**
- Knowledge of state and federal employment laws and regulations
- Must have direct work experience in one or more disciplines of Human Resources (e.g., staffing and recruiting, employee relations, performance management, compensation, compliance, benefits)
- Hands on capabilities needed to work with a small talented group of employees and a focused goal driven organization (No job too big or too small)
- Ability to work easily and smoothly with all levels within the organization including members of the executive team
- Ability to work within an unstructured department and a company based upon effective solutions and key business needs
- Collaborative approach to problem solving and the ability to work effectively with individuals at all levels (internally and externally)
- Knowledge of HR databases
- Has excellent computer skills and Microsoft Products proficiency (Outlook, Excel, Word, and PowerPoint)

*Qualified applicants should submit their resume to [careers@akouos.com](mailto:careers@akouos.com).*