Job Description

Job Title: Head of Medical Affairs	Reports To (Title): SVP, Clinical Development	Date Created: April 23, 2024
Department: Clinical Development	Job Type: ☒ Full-time ☐ Part-time ☐ Contractor	

SUMMARY OF JOB (brief description): Soleno Therapeutics, Inc., based in Redwood City, California, is a clinical-stage biopharmaceutical company developing novel therapeutics for the treatment of rare diseases. As the head of Medical Affairs, this candidate will play an important leadership role in bridging the gap between Soleno's clinical/scientific innovations and healthcare professionals, ensuring the safe and effective utilization of our products. This position will be directly responsible for developing and executing medical affairs strategies, building strong relationships with key stakeholders, and providing medical/scientific guidance to both internal and external stakeholders.

RESPONSIBILITIES:

- Develop and lead the implementation of medical affairs strategies, in concert with the company's corporate objectives.
- Provide strategic input to cross-functional teams, contributing medical insights to support product development, regulatory affairs, and commercialization efforts.
- Establish and maintain credible relationships with Key Opinion Leaders (KOLs) and healthcare professionals to gather valuable insights and ensure a strong understanding of medical needs and trends.
- Collaborate with KOLs and patient advocacy groups to drive awareness and advocacy for company programs within the medical community.
- Ensure compliance with medical, regulatory, and ethical standards in all medical affairs activities.
- Collaborate with regulatory affairs to support any regulatory submissions as required, ensuring alignment with medical strategies.
- Develop and/or oversee the creation of clinical/scientific materials, including publications, presentations, and educational resources to communicate the clinical benefits of company products.
- Provide clinical and scientific input for internal and external communications, ensuring accuracy and consistency.
- Collaborate with Clinical Development and Clinical Operations to design and implement clinical studies, providing oversight and expertise as needed.
- Support the interpretation of clinical study data and actively contribute to the development of CSRs, regulatory documents, and publications.

QUALIFICATIONS:

- Advanced degree (e.g., MD/DO, PhD, PharmD, etc.) with a strong background in relevant therapeutic area, including rare/orphan disease experience.
- Minimum of 12 years of experience in medical affairs, with at least 5 years of leadership experience within the biopharmaceutical industry.
- Proven track record of successful KOL and patient advocacy engagement and relationship building.
- Thorough understanding of regulatory requirements and experience in supporting regulatory submissions.
- Excellent communication and presentation skills, with the ability to convey complex medical information to diverse audiences.
- Ability to travel as needed.

Salary Range: $250K - $350K (Actual salary at the time of hire may vary and may be above or below the range based on various factors, including, but not limited to, the candidate's relevant qualifications, skills, and experience, as well as the location where this position may be filled.)