

Job Description

Job Title: Director_Sr. Director, Medical Communications	Reports To (Title): Senior Vice President, Medical Affairs	Date Created: 06/02/24
Department: Medical Affairs	Job Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> 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. This role is will lead a high-performing team responsible for Medical Information, promotional and medical review activities, publications management, medical education, grants oversight and medical operations for Soleno. This is a leadership position within the Medical Affairs team will ensure professional standing and integrity with patients, healthcare professionals and the pharmaceutical industry through high-quality and aligned medical information and communication. She/he will also be accountable for aligning and integrating process and technology efficiencies for Medical Affairs, Medical Information and review activities, along with being a champion for modern Medical Affairs operations across the US and EU.

RESPONSIBILITIES:

- The Senior Director of Medical Communications and Medical Operations will lead the medical information, publications management, medical education & grants and medical operations functions to support the key activities of the Medical Affairs team and the broader scientific organization.
- Develop and implement the Medical Information function to support Soleno in hyperphagia and Prader Willi Syndrome (PWS).
- Recruitment and retention of Key Medical Affairs talent for Medical Communications and Medical Operations.
- Develop the Medical Information Team within the US to include medical training, evaluation, motivation and control of activities in alignment with the company's corporate strategies and objectives.
- Develop and implement medical information external use materials and scientific content relevant to Soleno's therapeutic areas of focus.
- Provide oversight and support for US and European conferences with activities including medical booths, logistics, materials and staffing.
- Provide project and operations management for the Medical Affairs team in support of a wide range of medical systems and deliverables.
- Support the implementation of scientific medical review committee (Co-chair of SMRC) and promotional review committees (MLR), and external review committee (ECRC) for medical affairs input and review.
- Define and develop appropriate functional processes, standards and policies.
- Ensure that all interactions and activities in the US adhere to corporate and healthcare compliance guidance in all activities, including those related to clinical trials, scientific interactions with internal and external groups, and responses to unsolicited requests for medical/scientific information.

QUALIFICATIONS:

Job Description

- MD, PharmD, or PhD with a minimum of 7+ years of experience in medical affairs and 10+ years of experience in the biotechnology or pharmaceutical industry.
- Proven medical communications leadership experience with the ability to manage and inspire a diverse team.
- Must have prior launch experience, in orphan and/or specialty is a plus.
- In-depth knowledge of the regulatory environment and compliance requirements related to Medical Affairs.
- Excellent communication and interpersonal skills, with the ability to engage effectively with internal and external stakeholders.
- Excellent organizational, computing, and oral/written communication skills.
- Strong team player with demonstrated track record working with cross-functional teams.
- Strong supervisory and leadership skills with outstanding ability to lead, mentor, and coach teams.
- Ability to organize, prioritize, and work effectively and independently in a constantly changing and fast-moving environment.
- Ability to influence and formulate effective solutions.
- Ability to travel within and outside of the US as needed.

Salary Range: \$230k - \$280k (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.)

Please submit resumes to Soleno Therapeutics, Inc. at hr@solenolife.com.