



Director, IT
Job Code 221JF

General Description

Fate Therapeutics is currently seeking a motivated individual to be responsible for organization-wide systems and information. This person will be a key member in providing support for day-to-day IT activities and management of IT support personnel. This position reports to the Senior Director, HR & Operations and works closely with our systems administration provider to maintain current systems and develop scalable IT solutions. This position is located at our corporate headquarters in San Diego, CA.

Responsibilities

- Network and data security – develop and implement IT policies and best practice guides for the organization to protect network and data security, integrity and accuracy; monitor all network and data security systems
- SOX and internal controls – within a SOX 404(b) environment, manage IT control matrices and ensure compliance with same. Assist in continuing development of internal control environment related to IT systems
- Technical operations – work cross-functionally with technical operations, regulatory and quality teams to implement and support validated systems, networks, and controlled data generation
- Business operations – work across the company to provide effective communication on IT matters and build relationships cross-functionally to provide scalable solutions to company systems
- Major IT projects - oversee and develop schedule and timeframes for major IT projects including system updates, migrations and outages
- IT Staff – manage IT support staff, including leading projects, team meetings, and provide direction and continued career development for IT staff
- IT Help Desk – ensure coverage and acceptable response time to end user requests; Hands on help desk support required
- Equipment and Services – manage and report on allocation of IT budget, negotiate equipment procurement and services contracts
- General IT support – support the operations and HR teams as needed with ad hoc assignments to facilitate company operations

Qualifications

- Bachelor's degree (or higher) in Information Technology, Computer Science (or related business field) required
- Minimum 8 years of IT management experience, preferably in biotech / life science industry
- Strong understanding of SOX in a public company environment preferred
- Strong Microsoft Office skills required; experience with Microsoft operating systems preferred
- Strong skills with Sharepoint and other document sharing platforms preferred
- Quality systems, IQ, OQ, and PQ, GxP and highly regulated IT environments experience desired; well versed with all aspects of CSV and SDLC, including the necessary documentation in a regulated industry preferred



- Proven track record of managing help desk and support teams
- Excellent verbal and written communication
- Ability to work onsite at corporate headquarters during business hours; high degree of flexibility to work off hours and weekends as needed
- Ability to work well in a growing organization cross-functionally (must be able to wear multiple hats, prioritize, and meet deadlines)

Working Conditions and Physical Requirements

- Occasional evening and weekend work will be required
- 100% on-site work at corporate headquarters in San Diego, CA

The preceding job description indicates the general nature and level of work performed by employees within this classification. Additional and incidental duties related to the primary duties may be required from time to time.

For consideration send cover letter and curriculum vitae to: careers@fatetherapeutics.com and reference job 221JF.

About Fate Therapeutics, Inc.

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for cancer and immune disorders. The Company is pioneering the development of off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology pipeline is comprised of FATE-NK100, a donor-derived natural killer (NK) cell cancer immunotherapy that is currently being evaluated in three Phase 1 clinical trials, as well as iPSC-derived NK cell and T-cell immunotherapies, with a focus on developing augmented cell products intended to synergize with checkpoint inhibitor and monoclonal antibody therapies and to target tumor-specific antigens. The Company's immuno-regulatory pipeline includes ProTmune™, a next-generation donor cell graft that is currently being evaluated in a Phase 2 clinical trial for the prevention of graft-versus-host disease, and a myeloid-derived suppressor cell immunotherapy for promoting immune tolerance in patients with immune disorders. Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit www.fatetherapeutics.com.