



Director, IT
Job Code 293JF

General Description

Fate Therapeutics is currently seeking an experienced hands-on IT leader to be responsible for organization-wide systems and information. This position will be a key member in implementing IT systems and solutions and providing systems administration for IT activities across all departments. 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 and lead annual security audit with Dell SecureWorks
- SOX and internal controls – within a SOX 404(b) environment, manage IT control matrices and collaborate with IT SOX consultants to ensure compliance with same. Assist in continuing development of internal control environment related to IT systems
- Company systems – work cross-functionally with R&D, technical operations, regulatory, quality, and clinical teams to implement and support controlled data generation, GxP compliant validated systems and networks
- 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 – provide leadership and supervision to the IT team, including proactively managing, coaching, training and career development; identify future in-house and outsourced resource needs and identify, recruit, train and develop appropriate talent
- 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 and inventory, 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 other field required
- Minimum 8 years of IT management experience in biotech / life science industry preferably in later-stage development



- Strong understanding of the role of IT in supporting SOX in a public company environment required
- Strong Microsoft Office skills required
- Experience with Microsoft operating systems preferred
- Strong skills with Sharepoint and other document sharing platforms preferred
- Experience working in a regulated IT environment supporting quality systems, IQ, OQ, and PQ, GxP; 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
- Travel as required

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 Code 293JF.

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 has established a leadership position in the clinical development and manufacture of universal, off-the-shelf cell products using its proprietary induced pluripotent stem cell (iPSC) product platform. The Company's immuno-oncology product candidates include natural killer (NK) cell and T-cell cancer immunotherapies, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens with chimeric antigen receptors (CARs). The Company's immuno-regulatory product candidates include ProTmune™, a pharmacologically modulated, 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.