



**Culture and Talent Development Specialist**  
**Job Code: 593SW**

**Description**

We are looking for a versatile Culture and Talent Development Specialist to advance culture and talent development initiatives and to support an enhanced employee experience at Fate Therapeutics. The Culture and Talent Development Specialist will report to the Sr. Director, Culture and Talent Development and will partner with key stakeholders to design, build and implement solutions as Fate continues to grow and evolve. This role is critical in attracting, developing, and retaining top talent. You will be part of a team responsible for Employee Events, Learning & Development, Rewards and Recognition, Internal Communications and Community Service and will work closely with other internal Human Resources members. This is a full-time position located at our corporate headquarters in San Diego, CA.

**Responsibilities**

- Coordinate and co-facilitate new employee orientation and onboarding process
- Manage training logistics including setting up instructor-led classes, communicating with participants, facilitators and/or vendors
- Develop and implement strategies to increase adoption and usage of LinkedIn Learning
- Launch and co-facilitate career development workshops and resources for all employees and leaders
- Assists in the planning and execution of employee events, including company holiday parties, happy hour events, etc.
- Support and administer Fate's Reward and Recognition program
- Assist with creative written communications for internal employees, including the enhancement of Fate's intranet
- Partner with HR team members and employees to identify community service activities for Fate's involvement and/or sponsorship
- Support additional daily tasks and projects related to our employee experience programs including diversity, equity and inclusion, performance management, vendor partnerships, internal communications, and employee engagement

**Qualifications**

- A minimum of 2 years of experience in Human Resources, preferably in the biotech/pharma industry.
- Bachelor's degree in Human Resources, Business or other related fields of study.
- A confident, positive, and resilient attitude.
- Strong MS Office proficiency, SharePoint, Excel, PowerPoint, Outlook.
- Ability to coordinate multiple learning programs both in person and in a virtual setting.
- Previous experience with HRIS and Learning Management Systems is preferred.
- Strong project management and time management skills.
- A self-starter motivated to set and achieve goals
- Strong facilitation, collaboration, and teamwork skills
- Outstanding written and communication skills.

**Working Conditions and Physical Requirements**

- Occasional evening and weekend work will be required.
- At least 50% on-site work at corporate headquarters in San Diego, CA



- Travel as needed

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](mailto:careers@fatetherapeutics.com) and reference job 593SW.

**About Fate Therapeutics, Inc.**

Fate Therapeutics is a clinical-stage biopharmaceutical company dedicated to the development of first-in-class cellular immunotherapies for patients with cancer. 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 pipeline includes off-the-shelf, iPSC-derived natural killer (NK) cell and T-cell product candidates, which are designed to synergize with well-established cancer therapies, including immune checkpoint inhibitors and monoclonal antibodies, and to target tumor-associated antigens using chimeric antigen receptors (CARs). Fate Therapeutics is headquartered in San Diego, CA. For more information, please visit [www.fatetherapeutics.com](http://www.fatetherapeutics.com).