

Job Title – Director, Information Technology

Location – On-site, San Diego

LENZ Therapeutics is a pre-commercial company developing innovative ophthalmic pharmaceutical products that improve vision, proudly based in San Diego. LENZ employees are united in a mission to improve and sustain vision. We are passionate and creative about applying scientific innovation to meet the needs of the millions of people worldwide who suffer from presbyopia and other ophthalmic maladies. We focus on the development and commercialization of new therapies to bring our mission to life for patients every day.

We are committed to providing an engaging, rewarding work experience that reflects the passion our employees bring to our mission to improve and sustain vision. Our company fosters a diverse and inclusive culture where our employees are encouraged to learn, grow, and innovate, while making a meaningful difference for millions of people around the world.

LENZ provides equal employment opportunities to all employees and applicants.

Position Overview:

Reporting to the Chief Financial Officer, the Director, Information Technology will partner across the business to drive and optimize the development, implementation, and maintenance of LENZ information systems to meet the Company's strategic and commercial business imperatives. This includes business applications, data strategy, network infrastructure, servers, cloud computing and storage, disaster recovery, cybersecurity, privacy, helpdesk, and significant IT vendor management. This will be an on-site position Monday-Thursday, with remote location flexibility on Friday.

Key Responsibilities of the Role:

- Devise, vet, and manage the selection, implementation, monitoring, maintenance, upgrading, and support of all relevant IT systems.
- Ensure and supervise the secure and effective operation, and physical tracking of all computer systems, related applications, hardware, and software.
- Provide an in-house IT resource for commercial systems, applications, in-house data management and support
- Develop the strategy for systems design and development and insourced vs. outsourced data solutions – cloud, information systems, security, communication systems, etc.



- Oversee all ongoing activities related to the development, implementation, maintenance, and governance of the organization's privacy policies following applicable federal and state laws.
- Oversee IT operations, help desk, IT systems/applications, third-party providers.
- Develop and manage the IT department's annual budget
- Oversee design, estimation, and execution of project work plans, revising as needed to meet changing needs and requirements.
- Implement a robust business continuity strategy and ensure systems can meet capacity requirements and service level agreements (SLAs), including availability, return to operations and recovery point objectives.
- Define and execute a fully realized cyber security strategy, ensuring confidentiality, integrity, and availability of all IT & data assets.
- Assist with implementation and adherence to Information Technology General Controls (ITGCs) in a SOX 404(B) environment. Perform process walkthroughs and testing of ITGCs and application controls
- Ensure that the IT processes are effectively designed, documented, operating and monitored such that there are no significant or material weaknesses in the IT controls related to financial reporting, including disaster prevention and recovery, and IT security.
- Ensure clear communications with cross-functional team leaders, executive management, and third-party providers.
- Manage all IT policies and procedures in accordance with LENZ Therapeutics quality system, Sarbanes-Oxley internal controls and appropriate regulatory compliance.

Qualification Requirements:

Expertise

- Deep experience in IT systems, networks, operations, cloud-based systems, security, and development.
- Experience/certification related to cyber security governance, risk, and compliance, audits & assessments, or support and delivery of IT/Cybersecurity services, methods and practices
- Extensive experience managing SOX 404(B) ITGCs and testing of application controls in coordination with external auditors
- Experience working with IT solutions in pre-commercial/commercial stage companies, including ERP and CRM systems
- Experience managing a primarily outsourced IT function
- Experience handling implementation, training, and support for business



integration/ERP systems such as NetSuite

- Experience handling implementation, training, and support for productivity, content, and collaboration systems such as Microsoft 365.
- Proven talent to work with cross functional departments to select, vet, negotiate, implement, support, and evolve systems across the drug discovery and development continuum.
- Extensive experience working cross-functionally, building collaborative working relationships at all levels.
- Exhibits an excellent understanding of current GxP standards and Quality Management Systems (QMS)
- Strong people and vendor management, influencing, project management, negotiation, and planning and execution skills.
- Ability to inspire trust, respect, and strategic and operational credibility with peers, colleagues, and subordinates.
- Excellent verbal, written, and interpersonal communication skills.
- Proven ability to manage complexity and change

Education and Experience:

- Bachelor's or master's degree in information technology, information systems, or related field.
- 10+ years of relevant experience including technology and people management
- Biotechnology and/or pharmaceutical industry experience required.
- Public company experience required

Physical Demands and Work Environment

Typically works in an office environment. May, on a continuous basis, sit at desk for a long period of time, intermittently answer telephone and write or use a keyboard to communicate through written means. Some walking and lifting up to 20 lbs. may be required. The noise level in the work environment is usually low to moderate. Must be flexible to work varying schedules and hours as needed. Frequent out-of-town travel may be required. The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range

- \$190k-200k DOE.

Mission Statement:

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