

Job Title – VP, Human Resources

Location – Solana Beach, CA

LENZ Therapeutics is a pharmaceutical company focused on the commercialization of VIZZ™ (aceclidine ophthalmologic solution) 1.44%, the first and only FDA-approved aceclidine-based eye drop for treating presbyopia, a condition impacting an estimated 1.8 billion people globally and 128 million people in the United States. LENZ is commercializing VIZZ™ in the United States and continues to establish licensing partnerships internationally to provide access to VIZZ globally. The company is headquartered in San Diego, California.

We are committed to providing 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 for all employees and applicants.

Purpose:

The VP, Human Resources is responsible for both the day-to-day and strategic human resources planning to recruit, develop and retain employees *as well as being the driver of the company culture through meaningful actions that harness the engagement of all employees*. This role will serve as a trusted advisor/coach to employees and managers across the current and future LENZ teams, while developing strategic programs to address group dynamics, career development and leadership style, employee relations, and growth initiatives.

Key Responsibilities of the Role:

Strategic Leadership & Advisory

- Acting as senior level HR advisor for the Leadership team on human resources issues.
- *Establishing credibility throughout the organization as a professional who is an effective listener and problem solver at all levels.*
- Evaluate and advise on the impact of long- range planning of new programs and strategies on the attraction, motivation, development and retention of these resources of the company.

Talent Management & Development

- The assessment of the organizational and professional needs of employees and managers.
- Development of staffing strategies and implementation plans and

- programs to identify talent for the company's open positions.
- Development and implementation of required tools and systems to enhance our leadership programs.

Compensation & HR Programs

- Development of progressive compensation programs to provide motivation, incentives and rewards for effective performance.
- Continually assessing the competitiveness of all programs and practices against the relevant comparable companies, industries and markets.
- Responsible for the planning, development, implementation, administration and auditing of the human resources function for LENZ employees including company policies and procedures, compensation and benefits, employment, training, employee relations and regulatory compliance.
- *Public company experience at the Executive level. Compensation Committee experience is a plus.*

Operations & Cross-Functional Partnership

- Partner closely on overlapping HR matters with Finance to ensure that consistent overall HR administration aligns with the corporate controls and programs.
- Some travel required. *The position is office based.*

Qualification Requirements

- *10+ years HR experience with at least 5 years in a public company.*
- Proficient in leading and performing HR functions with a special emphasis on employee relations and communication, talent management, succession planning, and career development.
- Demonstrated skills in conducting training and development programs and successfully linking OD and business strategy leading to recognized business and organizational outcomes.
- Strong working knowledge of current legal & compliance requirements.
- Ability to manage corporate resources and budget to support employee productivity.
- HRIS proficiency. *Data accuracy required.*
- Computer proficiency, e.g., Microsoft Word, Excel, PowerPoint.

Expertise

- Exceptional interpersonal (communications, conflict management, negotiation) and facilitation skills for working with diverse populations and management styles across functional groups and geographies.
- Strong team player with collaborative leadership style working with both internal and external resources and stakeholders.
- Enthusiastic team player who enjoys both strategic and hands on work.
- Adaptable to changing business and organizational demands and priorities.
- Strategic thinker with the ability to develop and apply creative solutions to business challenges.
- Conduct and/or manage multiple projects with efficiency and effectiveness. *Establishes strong working relationships across departments.*

Education & Experience



- BA/MA/MBA or equivalent in HR with more than 10 years increasingly responsible experience in a lead HR role.
- Certification in HR (PHR, SPHR, SHRM) and/or OD a plus.
- *Public company Bio/Pharmaceutical experience required.*

Physical Demands and Work Environment

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Salary Range

- \$300-350k

Mission Statement:

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.