



## JOB DESCRIPTION

### **Title: Director of Talent Management, for Kytopen**

#### **Overview**

[Kytopen](#) is an MIT spinout streamlining the engineering of a wide array of human and human-derived cells for use in next-generation cell therapies, with the goal of increasing access to powerful new living medicines. We enable transformative therapies with our patent-pending continuous *Flowfect*<sup>®</sup> cell engineering platforms. The non-viral *Flowfect*<sup>®</sup> technology is a fast, scalable, and gentle gene delivery process that yields billions of high-quality engineered cells in minutes while maintaining cell health and function. We seek passionate, pioneering individuals to join the team on this mission.

#### **Summary**

The [Director of Talent Management](#) will work with the Executive Management, with responsibility for setting the vision and direction for attracting, engaging, and expanding Kytopen's team. The qualified candidate will demonstrate the ability to lead associate engagement and development to support the expanding and existing team, including technical, biological, commercial, and operational roles. This individual will work in coordination with all internal and external personnel as needed for the realization of team development and building a mission-driven culture. The Director of Talent Management will possess and demonstrate the expertise required for these efforts, as well as building processes and systems to support robust organizational growth.

#### **Qualifications and Skills**

The ideal candidate will be a high energy, confident individual possessing strong leadership and communication skills with a B.S./M.S. and a minimum of 8 years industry experience.

#### **Responsibilities and Duties (What we need)**

- Lead growth of team through recruitment, ensuring identification of key individuals and successful onboarding
- Work with senior leadership as part of the team to define and drive strategy
- Define and execute leadership development and talent management strategy from design to implementation, including coaching senior leaders and executives
- Demonstrate expertise in associate engagement, action learning, strategic planning, team/organization effectiveness, and culture transformation
- Serve as group facilitator with a natural ability to cultivate rich dialogue and results
- Development and implementation of high impact HR policies, plans and future initiatives

#### **Requirements (About you)**

##### **What:**

- Minimum of 8+ years of HR-related experience, with at least 4 years in a leadership position managing HR within a hyper-growth, innovation-focused company

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- Experience working at technology start-ups and scaling life science and technology organizations from start-up to mid-size
- Expertise in organizational design, performance management, leadership development, and succession planning
- Highly effective strategic planning and analytical skills
- Proven track record of success in building and developing strong, cross-functional, and high-impact teams
- Tremendous emotional intelligence; your empathy and great judgment make you a trusted partner to Kytopen's leaders and colleagues
- Exceptional communication in both written and verbal interactions; clear, concise, and courageous in giving tough yet supportive feedback when needed to leaders at all levels
- Strong understanding of industry trends and best practices, as well as a deep understanding of compliance / regulatory requirements
- Thorough knowledge of federal and state employment laws and current HR business trends and best practices; active membership in professional affiliations
- Proficient in creating and managing a budget and implementing metrics to effectively track cost-per-hire, time to fill, sourcing effectiveness, quality of hire, and other recruitment related metrics

## **How:**

- Ability to lead and motivate a highly skilled and diverse team of engineers, scientists, and functional experts to help support the employee experience and culture
- Ability to work within a diverse workforce and provide a positive and motivational work environment
- Entrepreneurial and comfortable in a fast-paced environment
- Ability to adapt to shifting constraints while maintaining high performance and morale
- Self-motivated and collaborative, with excellent time management
- Creative and adaptable in identifying and implementing best practices across the team
- Demonstrated leadership ability to exemplify Kytopen's values of: Impact, Passion, Integrity, Resilience, and Inclusivity

## **Preferred (More about you...)**

- M.S. or other advanced degree in social sciences field
- Pharma, Biotech, Cell and Gene therapy, Life Science industry experience