



Chief of Staff to the CEO

Approach: Aging is caused by the dysregulation of multiple systems in the body that manifest itself in age related disease. Current solutions focus on each problem individually, ignoring the interconnectedness of the challenge. Rejuvenate Bio utilizes gene therapy, proprietary targets, and the animal health market to bring anti-aging therapies to market in an incredibly capital-efficient manner. With drastically lower regulatory requirements and ever-increasing demand for treatments in animal health, Rejuvenate Bio can drive early revenue and enhance the value of its human programs, both through strong pre-clinical data and long-term validation of its overall approach. Rejuvenate Bio's lead therapy has demonstrated the ability to treat heart failure, kidney failure, diabetes, and obesity in mice and has also shown to be safe and efficacious in dogs. In 2022, Rejuvenate Bio will complete its final clinical trial in animal health before bringing its first product to market. This trial will also act as the final pre-clinical study needed for its first human therapy.

Job Overview:

Rejuvenate Bio is looking for a highly motivated individual to join our energetic team and work as the right-hand to the CEO. The Chief of Staff will be immersed in a diverse set of strategic and operational priorities that are critical to the organization's development as well as to the Company's ability to effectively scale as it grows. Applicants must demonstrate broad financial and strategic analysis skills, project management expertise, and the ability to independently surface and resolve bottlenecks. Reporting directly to the CEO, this is an incredible opportunity to be a core part of our mission-driven organization that is creating a revolutionary approach to full age reversal.

Responsibilities:

- Support the CEO in delivering company-wide strategic and tactical projects by liaising with senior leadership to take initiatives from concept through to completion
- Draft internal/external communications (emails, decks, and docs) on behalf of the CEO
- Act as a trusted counsel to the CEO and other team members
- Develop, implement, and assess KPIs to address areas of improvement in alignment with the company's objectives
- Improve organizational processes for optimized efficiency and productivity
- Be a steward of Rejuvenate Bio's culture and values in interactions with internal and external stakeholders
- Take full ownership of additional duties and projects at the discretion of the CEO

Qualifications:

- Bachelor's Degree with 5+ years of experience or MBA with 3+ years of experience in a management consulting, Chief of Staff, startup operations, or project management role
- At least 1 year of experience in Biotech/Pharmaceutical is highly preferred
- An ability to define and prioritize organizational needs and open-mindedly search for, and implement novel solutions with curiosity and pragmatism
- Strong communication and analytical skills, with the ability to condense complex thoughts and strategies into concise, actionable recommendations to a diverse set of stakeholders and in a variety of settings

- Exemplary leadership qualities, with the ability to earn the trust of, motivate and guide cross-functional teams through complex decisions and project execution
- Comfortable dealing with ambiguity, juggling multiple priorities, leading and delivering high-integrity work, and adhering to tight deadlines
- Non-hierarchical and flexible mindset, with a willingness to get “into the weeds”
- Ability to drive execution, including the ability to define objectives, organize a working plan, seek subject matter expert advice, and delegate action when appropriate
- Role requires regular onsite presence

If interested, please email jobs@rejuvenatebio.com with a resume and cover letter. We are located in San Diego California.

EEO Statement:

Rejuvenate Bio is committed to equal employment opportunity and non-discrimination for all employees and qualified applicants without regard to a person's race, color, sex, gender identity or expression, age, religion, national origin, ancestry, ethnicity, disability, veteran status, genetic information, sexual orientation, marital status, or any characteristic protected under applicable law. Rejuvenate Bio is an E-Verify Employer in the United States.

If interested email jobs@rejuvenatebio.com with a resume and cover letter. We are located in San Diego California.