



Position: Director/Sr Director of Medical Information

Reports To: SVP Clinical Development and Medical Affairs

Location: Waltham, MA

Description:

As the Director of Medical Information for Apellis, this role will work closely with medical affairs, clinical operations, and regulatory and quality teams to develop the medical information and communication plan and infrastructure to support trial enrollment and prepare for the launch of multiple high-priority indications in short succession. This role will be responsible for providing medical insight, guidance, strategy, medico-legal/compliance review, and training internally and externally, among other leadership responsibilities for the medical science team. Leader will provide critical medical insights and perspectives to drive late stage clinical development, health outcomes, publications, marketing, market access, interaction with patient organizations, and other stakeholders to ensure alignment of global and US medical strategies.

Job Responsibilities:

- Build and lead the Medical Science team, inform strategic direction of the Medical Affairs team in alignment with company objectives, and lead and execute medical information and communication strategy for the organization.
- In collaboration with key internal stakeholders, build and develop internal training programs for medical affairs and medical science team members and additional stakeholders.
- Lead the field-based medical science team to grow and manage a thought leader network to support successful implementation of plans. Support efforts to expand KOL identification and outreach in key therapeutic areas.
- Develop and implement global scientific communications strategy; work with the team to review and approve external communication documents, including medical, scientific, and promotional materials.
- In collaboration with Legal and other functions, review and develop departmental policies, and SOPs related to Medical-Legal Review and oversee execution/adherence to MLR process and compliance policies.
- Lead Medical Education initiatives in support of therapeutic areas of interest.

Apellis

- Contribute to national and regional advisory boards to drive better understanding of key strategic evidence gaps, drive disease awareness initiatives and gain insights into the interpretation of results and scientific communication strategy from ongoing trials.
- Remain informed on current developments within pertinent medical and scientific communities through current literature, attendance at meetings, conventions, professional associations, etc. and share information with appropriate parties.
- Support the Company's relationships with patient advocacy groups for disease of interest.
- Additional duties and responsibilities as may be required.

Experience and Background:

- Bachelor's degree in life sciences; advanced degree or MBA preferred.
- Ten plus years of medical affairs experience, including at least five years in a leadership role.
- Experience in rare disease, hematology, nephrology, or ophthalmology required.
- Significant experience across drug development stages from research candidate evaluation to late-stage development; Phase III experience preferred.
- Strong leadership skills, including demonstrated ability to lead a cross-functional team, and influence at all levels of an organization.
- Excellent oral and written communication skills, including presentation and facilitation.
- Ability to work independently and with flexibility to handle work flow in a fast-paced environment.
- Some travel will be required, up to 25%.