



Position: Director, Information Technology

Reports to: Chief Operating Officer

Description: Provide leadership and IT support to Apellis as a collaborative team member to help develop the IT function as Apellis expands. Responsibilities will include broad technology oversight and hands-on user support for three (3) Apellis locations: Louisville, KY; San Francisco, CA; and Waltham, MA. This position will be based in Apellis's Louisville office.

Job Responsibilities:

- Evaluate business functions and appropriately align IT sourcing, technology landscape, and long-term strategy with identified needs.
- Develop cybersecurity risk assessment and create and execute mitigation plan.
- Evaluate and manage current IT service providers.
- Support and enhance a non-traditional IT model, driving to minimize overall systems burden but ensuring security and productivity for the team.
- Develop and streamline IT-centric processes such as onboarding/termination, cybersecurity, contracts/procurement, disaster recovery, and collaboration.
- Create and manage annual budget.
- Oversee IT functions for the three (3) Apellis locations: Louisville, KY; San Francisco, CA; and Waltham, MA.
- Identify key controls for SOX compliance and devise action plan for SOX readiness in 2018.
- Provide desktop-level support for Apellis's employees at all locations.
- Additional duties and responsibilities as required.

Experience and Background:

- Bachelor's degree required; advanced degree preferred.
- 7-10 years directly related IT experience required.
- Experience with cloud-first and BYOD environments and related tools and services.
- Experience with antivirus, security, and MDM solutions targeting both Windows and Mac operating systems.
- Recent hands-on experience supporting a wide variety of Windows and Mac based services.
- Strong analytical and troubleshooting skills along with a strong sense of urgency.
- High level of professionalism and integrity with the ability to manage confidential information with discretion.
- Experience developing policies, evaluating systems, recommending and implementing new systems.
- Excellent verbal and written communication skills.
- Experience in a start-up environment preferred.
- Must be pro-active team player, flexible, and open to change.