



## **COMPANY OVERVIEW**

AIRNA is pioneering the discovery and development of RNA editing therapeutics to deliver on the promise of genetically defined medicines for patients with rare and common diseases. RNA editing is poised to lead the next generation of RNA therapeutics by targeting diseases not accessible through other approaches with a medicine that can be conveniently re-dosed and manufactured. AIRNA's founders, Thorsten Stafforst and Jin Billy Li, were the first to elucidate a therapeutic approach for precise editing of RNA using the endogenous enzyme ADAR. Initial financing of the company was led by ARCH Venture Partners, with participation from ND Capital, Fast Track Initiative (FTI), Novalis, and Codon Capital. AIRNA has headquarters in Cambridge, MA, with research operations in Tübingen, Germany.

## **JOB DESCRIPTION**

As the Finance/ HR Resource on our team, you will be playing a key role in supporting AIRNA through a growth period. This role (individual contributor) is based in Tuebingen, Germany and will be working closely with AIRNA US on PEOPLE and FINANCE topics such as budgeting, payroll, strategic recruitment and on-boarding, compensation, performance management, learning & development, compliance, and employee relations. The successful candidate acts as ambassador of the ONE AIRNA culture and will work on embedding it into all relevant processes.

Additionally, the Finance and Human Resources Manager will be working with the Finance and Operation functions and assist with selected activities.

Your activities will include:

### **Finance and Operations**

- Oversee the payments for benefit administration for both sites as needed.
- Reconcile all spending in Germany and roll up to budget
- Work closely with Senior Director Finance and outside German accounting firm
- Manage the budget and other financial measures for AIRNA Bio Germany GmbH
- Serve as a reliable partner to the external accounting firm to ensure accurate payroll and compliance with local laws and regulations
- Act as a business partner to Finance with respect to compensation and benchmarking and assist with budgeting and budget vs. Plan comparison
- Responsible for maintaining the contract database for the German site.
- Assist with ad-hoc project needs

### **Human Resources**

- Oversee German talent acquisition process and coordinate recruitment efforts, compensation, succession planning, retention, training and compliance
- Develop and implement comprehensive staffing strategies, plans and programs to identify talent, develop and retain staff across all functionalities

- Benchmark and develop industry-specific, progressive, and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance
- Encourage a diverse workplace at all levels of the organizations, embracing applicants and employees of all backgrounds
- Work with People US on climate surveys, data readout and corrections where needed
- Work with People US help design and implement a comprehensive organizational talent review
- Develop employee handbook exemplifying the ONE AIRNA culture
- Design and implement comprehensive trainings and professional development programs to prepare and encourage high-performing employees to take on more significant responsibilities
- Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of personnel issues
- Develop appropriate policies and programs for effective management of the people resources that are in line with local regulations and practices. Included in this area, but not limited only to the following, would be programs for employee relations, affirmative action, sexual harassment, employee complaints, external education, and career development
- Enhance and/or develop, implement, and enforce human resources policies and procedures that will improve the overall operation and effectiveness of the corporation.
- Oversee vendor relationships search consultants
- Oversee and interact with outside German Counsel with respect to Employment and HR issues

## **QUALIFICATIONS**

- Requires BS or MS Degree in Business or related field.
- Requires proven experience in working in an international and multi-cultural work environment.
- 2+ years of Finance experience
- 2+ years of work experience as an HR Business Partner or similar role; experience with compensation and benchmarking practices and processes is required.
- Previous experience in a start-up preferred.
- Experience in the life sciences and biotech industry would be preferred
- Proven experience in coordinating activities with cross-functional teams
- Expertise in the use of all MS365 applications
- Highly organized, reliable, enthusiastic, and collaborative
- Team player and self-starter with excellent communication skills in spoken and written English and German

## **Compensation**

- AIRNA is prepared to offer the successful candidate a competitive cash compensation package together with attractive equity participation. Additionally, 30 vacation days/year will be provided.

**LOCATION:** The role will be based in Tübingen, Germany

