# GENERAL INFORMATION

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| **Position Title:** | Senior Manager/Associate Director, Scientific Communications |
| **Department:** | Medical Affairs |
| **Reports to:** | Senior Director, Scientific Communications and Education |
| **FLSA Status:** | Exempt  |
| **Version:** | 1.0 |

**Purpose of the role:**

The Senior Manager/Associate Director, Scientific Communications is a key Medical Affairs role which will oversee development of prospective publication plans, activities and field medical materials at Ardelyx. This role will work closely with internal and external authors and other stakeholders to develop high-quality disease state and product-related abstracts, posters, and manuscripts. The Senior Manager/Associate Director, Scientific Communications is also responsible creation and revision of medical content to support Medical Science Liaison (MSL) team. The Senior Manager/Associate Director, Scientific Communications is responsible for the management of medical communications agencies and for ensuring on-time, high quality deliverables. This position is remote/field based.

**Position Responsibilities:**

* Lead and manage the execution of Ardelyx publication plan across the product portfolio
* Manage all administrative requirements in support of publications plans, including chairing publications team meeting (internal and with partner) and managing publications budget
* Actively manage the review process for publications (poster, abstracts, manuscripts etc.) and MSL materials including interactions with authors, medical writers, and all relevant stakeholders
* Provide regular publication and content updates to all internal stakeholders and serve as internal expert on all Ardelyx publications
* Perform literature searches and gap analysis in support of robust publications plan development
* Ensure alignment of the publications plan with all corporate policies and industry guidelines (ICMJE, GPP3)
* Lead the development of materials for MSL field use, including disease state and product content
* Manage relationships with medical communications agencies
* Collaborate internally and externally
* Display excellent written and oral communication, presentation, and organizational skills
* Other responsibilities within medical affairs may be assigned

Position Requirements:

* Advanced scientific degree (PhD, PharmD, MD) preferred
* 5+ years of related work experience in biopharmaceutical industry highly preferred with a minimum 4 years in medical communications or publications management, nephrology experience a plus
* Prior use of publication software (e.g., Datavision)
* Previous experience writing manuscripts, abstracts and posters
* Knowledge of GPP3 and ICMJE industry guidelines
* Experience interacting with vendors and managing budget
* Experience in prior launch environment is preferred
* Excellent planning and organizational skills
* Excellent verbal and written communication skills
* Ability to efficiently manage time and priorities
* Ability to work in fast-paced environment while working collaboratively on multiple projects
* Understanding of pharmaceutical and promotional compliance guidelines, laws, industry standard practice and applicable regulations
* Continuously maintain a patient-centered approach
* Up to 20% travel, including overnight and occasional weekend travel
* Attendance at periodic national internal and external meetings which may include national and international conferences