



**Job Title:** Senior Director, Investor Relations & Corporate Communications

**Department:** G&A – Finance

**Reporting to:** Chief Financial Officer

**Location:** Boston, MA

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Rhythm Pharmaceuticals, Inc. seeks an experienced and highly motivated individual to join its team in Boston, Massachusetts. The Senior Director, Investor Relations & Corporate Communications will be responsible for proactively developing, implementing and managing investor relations initiatives, and coordination of communications activities in conjunction with various internal and external colleagues. The role will report to the Chief Financial Officer, with dotted-line reporting to the Chief Commercial Officer for non-investor communications activities.

**Summary of Key Responsibilities:**

- Develop and manage a robust and wide-ranging investor relations program, designed to attract dedicated shareholders and increase Rhythm’s valuation. Key aspects include:
  - Collaborate with numerous functions in the company (including clinical, commercial, medical affairs, and regulatory) to articulate an accurate and compelling picture of Rhythm’s business, its strategy, genetic obesity and patient identification efforts, commercial plan, pipeline and financials
  - Regularly revisit and, as necessary, refine key messages, investor presentations, Q&A materials to reflect corporate messaging
  - Develop a dynamic, effective and efficient investor relations plan, including a robust calendar of IR events to optimize visibility and reach;
  - Manage company’s participation in investor events, organization of investor interactions (1:1’s) and non-deal roadshow activities
  - Identify opportunities for additional investor communications to ensure IR initiatives are effectively linked to corporate and department goals, and best take advantage of company newsflow and progress
  - Establish, build and maintain relationships with institutional investors and sell-side analysts as well as individual investors to provide a comprehensive and current perspective of the organization to enhance the value and marketability of the company; provide accurate, consistent, and timely responses to all external inquiries.
  - Ensure executive team is up-to-date on investor and analyst perceptions of the company; recommend and implement any necessary course corrections in messaging or relationship management.
- Coordinate media interactions to ensure spokespeople are carefully prepared and equipped with appropriate messaging and understanding of disclosure strategy
- Coordinate management of the corporate website, in conjunction with the company’s communications leaders and external agencies
- Oversee process for issuance of all company press releases
- Coordinate communications to all stakeholder groups, including employees, to ensure consistency of messaging and appropriateness of disclosure. Critical to this will be the ability to facilitate internal reviews of key messaging, including the ability to work across functions and build consensus

Rhythm Pharmaceuticals, Inc  
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**Qualifications:**

- Bachelor's Degree required, Master's Degree preferred
- Investor relations experience required, experience leading the investor relations strategy and programs of a public company preferred
- Pharmaceutical or biotechnology industry experience required, rare disease experience is a plus
- Strong understanding of SEC disclosure rules and regulations

**Preferred Skills:**

- Proactive, high-energy and collaborative leadership
- Strong analytical skills with the ability to perform quantitative and qualitative analysis
- Excellent written and verbal communications skills, including the ability to craft powerful and engaging messages
- Strong organizational skills and attention to detail
- Demonstrated planning and project management capabilities that will drive strong short- and long-term execution
- Ability to work at a strategic level with members of the senior management team, facilitate teamwork and drive results

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*This is not meant to be an exhaustive list of all responsibilities, duties, and skills required for this role. The role may be required to perform other related duties, as assigned.*