

Position Title: **Human Resources Senior Manager/ Human Resources Associate Director**

Reporting to: Vice President, Finance

Location: On-site (San Diego- Mira Mesa area)

Employment: Full-Time Exempt

Salary range: \$120,000- \$180,000

(Compensation may vary based on related skills, experience, and relevant key attributes)

n-Lorem Foundation

Though n-Lorem is pioneering a novel non-profit model, to provide personalized experimental ASO treatments for free, for life to patients with the rarest of mutations (nano-rare), we are functionally a biotechnology company. We have a large and growing portfolio of ASO medicine discovery programs, ASO medicines in development and multiple clinical programs.

With a seasoned leadership team and strategic partnerships, the n-Lorem Foundation provides the framework, funds and access for nano-rare patients who are amenable to our technology to receive personalized ASO medicines for free, for life. We hope that you will consider joining us as we strive to change the world, one nano-rare patient at a time.

If you are a human resources professional with strong experience in the biotech/ life sciences industry and would like to join a cohesive, experienced team committed to the belief that we can change the world one patient, one family at a time, we may have a position for you.

Job Overview

Reporting to the Vice President, Finance, the HR Senior Manager/ HR Associate Director leads the organization's HR operations, ensuring alignment with business objectives. This role oversees employee relations, compliance, compensation and benefits, talent management, organizational development, and HR policy implementation while fostering a positive, inclusive workplace culture.

Key Responsibilities

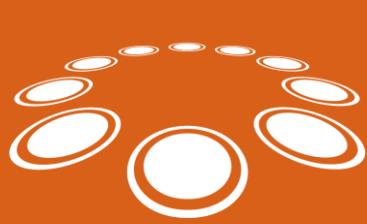
Employee Relations & Culture

- Foster a positive, inclusive, and high-performing workplace culture
- Address employee relations issues, investigations, and conflict resolution
- Advise leadership on employee performance, discipline, and terminations

Compliance & Risk Management

- Ensure compliance with federal, state, and local employment laws and regulations
- Develop, update, and enforce HR policies and procedures
- Lead audits, reporting, and risk mitigation related to employment practices
- Partner with Legal and external advisors on employment matters.





HR Operations & Systems

- Update and implement HR systems and data reporting

Compensation & Benefits

- Oversee compensation and benefits programs

Talent Management

- Oversee recruitment, onboarding, and retention for scientific and corporate hires
- Update and implement onboarding programs
- Implement performance management and professional development programs
- Support workforce planning and headcount growth in collaboration with leadership.
- Promote leadership development and employee engagement initiatives

Leadership & Training

- Serve as a partner to executive leadership on workforce planning and organizational development
- Serve as a hands-on HR partner for employees and managers.
- Coach managers on performance management, feedback, and development.

Key Requirements

Education & Experience

- Bachelor's degree in Human Resources, Business Administration, or related field
- 8-12+ years of progressive experience in biotech / life sciences industry
- Strong working knowledge of employment law and HR fundamentals.

Skills & Competencies

- Strong knowledge of employment law and HR best practices
- Strategic thinking with strong execution capabilities
- Excellent leadership, communication, and interpersonal skills
- Proven ability to handle sensitive and confidential matters
- Experience with implementing HRIS platforms
- Experience supporting scientific teams

Preferred Certifications

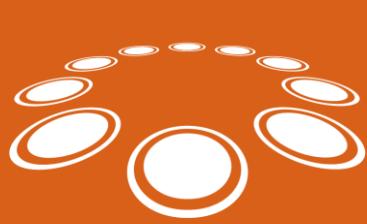
- SHRM-SCP or SHRM-CP
- SPHR or PHR

Additional Requirements

- U.S. work authorization

n-Lorem offers a competitive benefits package including medical, dental, vision, 403(b), four weeks paid vacation, paid sick time, life insurance, employee assistance program. n-Lorem is a small





n-Lorem FOUNDATION

foundation with an extraordinary mission, to provide hope and potentially help to nano-rare patients. Every employee in our organization is a significant contributor to this mission. We know that our work could have a profound impact on the life of a patient today.

n-Lorem is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. n-Lorem is committed to providing reasonable accommodations for candidates with disabilities in our recruiting process. If you need any assistance or accommodations due to a disability, please let us know.

For more information on n-Lorem, please visit our website www.nlorem.org

n-Lorem founder, chairman and CEO, Stanley T. Crooke, M.D., Ph.D., was presented with the 2022 Roy Vagelos Pro Bono Humanum Award for Global Health Equity of the Prix Galien.
<https://youtu.be/N7UwdQUZFmY>



www.nlorem.org