



Position Title: **Strategic Operations Manager / Sr. Strategic Operations Manager**

Reporting to: Chief Operating Officer

Hours: Full-Time

Location: Remote or Hybrid in San Diego, CA

Compensation: \$90,000 - \$150,000

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

n-Lorem Foundation

n-Lorem is non-profit foundation established in January 2020 to discover, develop, and provide personalized experimental antisense oligonucleotide (ASO) treatments for free, for life to patients with the rarest of mutations (nano-rare). As a functional biotechnology organization, we have a large and growing portfolio of ASO discovery and develop programs for patients in need as well as over 40 patients on treatment today with medicines already authorized by the FDA.

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.

We are seeking a highly organized and proactive biotechnology professional who thrives in fast-paced environments and enjoys helping leaders and teams operate more effectively. The ideal candidate brings strong operational discipline, excellent organizational and communication skills, a project manager mindset and a natural ability to anticipate needs, coordinate across teams, and drive execution.

This role is well suited for someone who is energized by problem solving, motivated by purpose and impact, and who wants to contribute to a team united by the belief that we can change the world—one patient and one family at a time.

Job Overview

n-Lorem is seeking a passionate, organized, detail- and action-oriented individual to join our team as Strategic Operations Manager, partnering directly with the Chief Operating Officer. This role will work across functional teams to support operational alignment, execution of key initiatives, and coordination of organizational priorities. This role will require the ability to multi-task, pivot and be flexible in a range of duties ranging from administrative, to project manager, to communication and PR-like activities.

This role functions similarly to a junior Chief of Staff position, helping the COO stay one step ahead by tracking priorities, preparing materials for leadership discussions, coordinating cross-functional workstreams, and ensuring commitments translate into action.





The successful candidate will bring strong organizational skills, attention to detail, and a proactive mindset. You will help create clarity, maintain momentum across initiatives, and ensure that key operational priorities are progressing efficiently.

No two days will be the same, and flexibility, responsiveness, and a positive attitude will be essential as an important member of our fast-paced and growing team.

Key Responsibilities

- Partner closely with the COO to:
 - Advance priorities, initiatives, and commitments across the organization.
 - Prepare materials, summaries, and follow-up documentation for leadership meetings and key internal discussions.
 - Coordinate cross-functional initiatives in the US and globally to ensure clear ownership, timelines, and accountability.
 - Track progress on operational priorities and proactively follow up to ensure action items are completed.
 - Help structure and maintain effective operating rhythms, including leadership meetings and cross-functional updates.
 - Identify potential bottlenecks or capacity conflicts and escalate issues with proposed solutions.
- Ensure tracking of all COO actions and timely follow-through to completion of tasks
- Support preparation of materials for executive updates, board discussions, and external or internal presentations or meetings.
- Assist in the development and improvement of operational processes, tools, and templates that increase organizational efficiency and clarity.
- Support special projects and initiatives as needed to ensure forward progress of key organizational priorities.
- Maintain strong documentation, communication and organizational practices to ensure institutional knowledge and transparency across initiatives.
- Collaborate across functions to advance joint strategic initiatives and objectives, primarily with the VP of ASO Discovery and Development, Executive Director of Clinical Development, VP of Foundation Development and External Relations, Senior Director of Clinical Operations and Program Management

Requirements

- Bachelor's degree required; degree in business, life sciences, public health, or a related field preferred
- 3–6 years of experience in operations, program management, administration, in biotechnology, healthcare or a related field
- Strong organizational, project management, and time management skills
- Exceptional attention to detail and ability to manage multiple priorities simultaneously





- Strong written and verbal communication skills with the ability to synthesize complex information clearly
- Ability to work effectively in a fast-paced, cross-functional environment with multiple stakeholders
- Proactive, solutions-oriented mindset with a strong sense of ownership and accountability
- High level of professionalism, judgment, and discretion when working with leadership
- Willingness to travel in support of COO or n-Lorem Executive Committee
- Proficiency with Microsoft Office applications and operational tracking tools

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

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 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

