



Senior Director, Human Resources

Bolt Biotherapeutics, Inc., based in the San Francisco Bay Area (Redwood City) is seeking an exceptional Senior Director, Human Resources and a proven leader in the biotech industry. Bolt is a privately held biotechnology company developing a new class of cancer therapeutics and is led by an experienced team.

Job Description

The successful candidate will be a key member of the Team and lead the HR function. The incumbent will report to the CBO in charge of Business, Finance and G&A Operations. This position will lead the building and retaining an innovative, effective, best-in-class organization.

The ideal candidate will exemplify Bolt's corporate values and culture where employees are highly valued and recognized for contributions toward the achievement of corporate goals and the creation and development of novel medicines to benefit cancer patients. This HR leader will be responsible for recruiting, ensure market competitive compensation, transition the company's HR function to public company status and partner with the executive team in designing and implementing effective organizational structures, strategic hiring and employee/organizational professional development.

Responsibilities

- Partner with the executive team to align the organizational structure, HR practices, and communication with the company's strategic vision and culture.
- Develop and update organizational plans that include organizational structure, job descriptions and assistant in workforce planning.
- Create and implement programs to enhance organizational and employee development plans, including training programs on management practices that lead to outstanding performance for individuals and teams., performance management systems and reward and recognition tools.



- Develop progressive compensation and benefits programs to motivate, incentivize and reward employees in a manner that fosters high performance and strong company engagement.
- Manage and facilitate corporate and individual goal-setting; periodic and year-end employee reviews, employee promotions, including the strong link between corporate goals and employee individual goals and performance by building a culture of feedback and trust
- Oversee the development of human resources operations, systems and processes that will scale to support the organization as the company continues to grow and improve the overall operation and effectiveness of the company.
- Work with the Legal and Finance functions to ensure HR processes and systems meet local, state, federal and corporate compliance requirements, and in preparing disclosures as may be needed.
- Lead and participate in interactions with the Compensation Committee of the Board of Directors, in concert with the CEO and executive team.
- Ability to identify and analyze issues and implement effective and/or creative solutions; ability to deal with complexity and ambiguity.

Education/Experience/Skills

- Bachelor's Degree in Business or related field; MA/MS/MBA a plus.
- ~15 years' experience in development, implementation and execution of human resources strategy, including 8 years of demonstrated leadership with managing professional staff within biotech, pharmaceutical or life sciences
- Experience working directly with executive level, including but not limited to Sr. Vice Presidents, CEO, Compensation Committee, etc. and presenting to executive management including Board of Directors.
- Excellent communication and employee relation skills and the ability to work with and inspire employees at all levels of the organization
- Strong analytical skills and ability to solve complex problems through creative solutions
- Expertise in design and implementation of Benefits programs with strong knowledge of related regulations.
- Proven success in performance management design and implementation that advances the company's strategy.



- Comprehensive knowledge of Total Rewards programs (base compensation, bonus, variable pay, merit, equity, benefits programs).
- Demonstrated strong business acumen and project management skills.
- Ability to travel on occasions.

COMPANY BENEFITS

We offer competitive salary, incentive compensation, great benefits (such as Health/Vision/Dental Insurance, 401k, paid vacation and sick leave), employee stock purchase plan, opportunity for growth within this dynamic and fast-growing organization.

Bolt is an Equal Opportunity Employer.

APPLY:

Send a cover letter and resume to hr@boltbio.com