



Position Title: Sr. Director/Executive Director, Investor Relations and Corporate Communications

Department: Corporate Finance

Reports To (title): Chief Financial Officer

Location: Boston, MA (preferred) or King of Prussia, PA

Date: 10/23/17

Exempt Non-Exempt

Summary of Position:

Reporting to the Chief Financial Officer, the Senior Director/Executive Director of Investor Relations and Corporate Communications will serve as the primary contact with the investment community. This individual's primary charter will be to enhance the Paratek's Investor Relations and Corporate Communications strategy through a proactive approach to expand and optimize our investor base and elevate the company's image with the appropriate external and internal stakeholders.

Position Responsibilities:

- Develop and oversee execution of multi-year, strategic investor relations plan that is aligned with the company's long-range goals, to include investor targeting in U.S. and Europe, communication of key milestones and metrics for success.
- Serve as primary contact with investment community (buy and sell side):
 - Proactively partner with senior leadership to ensure that messaging is timely, accurate, and transparent to shareholders and equity research analysts as a component of an ongoing organizational plan to drive long-term shareholder value;
 - Oversee and manage the content development for financial audiences, including investor presentations, management scripts and Q&A for quarterly earnings calls, as well as materials for Board of Directors, and other investment and disclosure-related documents;
 - Plan and oversee execution of key investor events, including road shows and periodic investor days;
 - In partnership with other departments, monitor competitor, regulatory, and broader external environment changes to understand potential impact on the business; provide counsel to senior team on possible future actions;
 - Partner with Commercial organization to ensure integrated external corporate messaging consistent with brand management and digital marketing.
- Draft and lead process of creating press releases.
- Lead Corporate Communications to ensure overall planning, process, and execution of external communications are timely, accurate, integrated and effective.

- Partner with Legal, Human Resources, IT and other internal functions to ensure internal messaging is aligned with external messaging where appropriate.
- Partner with external IR and PR firms to provide management with a view of external perceptions of the Company as feedback for the internally-driven messaging.
- For Quarterly results and other news releases provides the following:
 - Leads the email distribution of relevant company news releases, publications, and SEC filings.
 - Plans and manages investor conference calls, both for quarterly results and special events.
 - Serve as a member of the company's Disclosure Committee.
 - Develops messaging and coaches senior leaders for media interviews across all platforms.
 - Supports a culture of compliance with IR function and across the company, in partnership with Legal, Regulatory, Finance and Human Resources.
 - Ensures that workplace communication among internal stakeholders is consistent with external messaging.

Candidate Requirements:

Requires relevant Investor Relations experience with 3-5 years in an IR Management role at a mid-cap or large-cap company, or within the investment community, with deep biotech experience. Furthermore, the successful candidate should possess the following skills and experience:

- Substantial financial public relations/investment analysis experience, coupled with an in-depth understanding of the dynamics of healthcare industries, as demonstrated by time spent within a complex, regulated and highly matrixed environment.
- Demonstrated track record in developing successful, proactive Investor Relations and Corporate Communications strategy and drafting communication materials.
- Ability to creatively and effectively communicate the company's story and message to raise awareness for the company to key stakeholders while building trust and safeguarding information and reputation.
- Demonstrated expertise in communicating and building relationships with financial analysts/portfolio managers.
- Ability to understand, integrate, and communicate complex scientific and clinical information; knowledge of antibiotics is a plus but not a requirement.

Additional Information:

- Technology needs: Microsoft Office
- Travel requirements (%): The position is preferably based in our Boston, MA office and includes travel to our King of Prussia, PA location and investor locations, primarily New York.