



Job Description

Position Title: IT Director
Report To: VP, Finance
Department: Finance
Location: Mountain View / Austin
FLSA: Exempt
Date: February 2024

[APPLY](#)

We are changing the standard of care for millions of untreated sufferers of ENT conditions. We improve patient access to life-changing relief through safe, practical, and effective innovation that changes how and where patients are served. Aerin differentiates itself with our commitment to providing straightforward and clinically proven products so that ENTs and their patients can make treatment decisions together without limits.

At Aerin Medical our values show up as: always seeking the collective good, holding ourselves and each other accountable, showing respect with compassion, creation and innovation and being all in.

As the IT Director at Aerin Medical, you will be an essential part of our mission-driven team, dedicated to transforming the lives of those with untreated ENT conditions. Your role will involve contributing directly to our commitment to innovation and improved patient care.

Job Overview: We are seeking an experienced and dynamic IT Director to join our innovative medical device startup. The ideal candidate will be responsible for developing and implementing a long-term IT strategy, overseeing cybersecurity compliance with the company's telemetry-based hardware solutions, ensuring SOX compliance, developing SOPs and work instructions, supporting audits, conducting evaluations and documenting validation testing for software rollouts and fostering a productive partnership with external IT partners. This person will be responsible for ensuring public company ITGC compliance.

Aerin's existing technology environment consists primarily of Cloud-based Enterprise solutions (e.g., Netsuite, Salesforce.com, Simploud, Adaptive Insights, etc.) run on a Microsoft technology stack (Microsoft Azure Active Directory, Microsoft Exchange Server, Microsoft Defender, etc.). The company currently utilizes an Austin-based external IT service provider which provides help desk support, network configuration & security and other ancillary support services. This role

will initially manage Aerin's external IT service provider with the potential to build out an internal team in the future.

KEY RESPONSIBILITIES:

Long-Term IT Strategy:

- Develop and execute a comprehensive long-term IT strategy aligned with Aerin's business objectives.
- Drive innovation and IT advancements to enhance operational efficiency and support the growth of the organization.

Partnership with External IT Partner:

- Manage strategic partnership with Aerin's existing external IT service provider.
- Collaborate with vendors to optimize services, negotiate contracts, and ensure the delivery of high-quality IT solutions.

Cybersecurity:

- Partner with Aerin's engineering team to safeguard sensitive data on the company's next-generation RF consoles and other hardware solutions employing telemetry capabilities, while ensuring compliance with industry cybersecurity standards.
- Stay updated on the latest cybersecurity threats and proactively implement measures to mitigate risks.

Audit Support & ITGC Compliance:

- Coordinate and support IT-related financial audits.
- Ensure that the Aerin Medical's IT infrastructure is not only robust and secure but is also compliant with SEC registration requirements.
- Develop, maintain, and continually assess the adequacy of SOPs related to the company's IT practices while ensuring ITGC compliance.
- Develop disaster recovery plan for the company that includes a comprehensive assessment of data and application risk.

Software Rollouts:

- Conduct thorough evaluations for software rollouts, considering user requirements, scalability, and security.
- Conduct evaluations and documenting validation testing for vendor-sponsored upgrades of Enterprise software solutions (e.g., Netsuite, Salesforce, Bill.com, Concur, Simploud, Adaptive Insights, etc.)
- Develop and implement effective deployment strategies, minimizing disruptions to business operations.

QUALIFICATIONS:

- Bachelor's or master's degree in information technology, Computer Science, or a related field is required.

- At least 5 years of proven experience as an IT Director or in a similar leadership role, preferably in the medical device or healthcare industry. At least 2 of these years of relevant experience should be with a publicly-traded company subject to ITGC compliance.
- Strong understanding of cybersecurity regulations, SOX/ITGC compliance, and financial audit processes is required.
- Demonstrated experience in strategic IT planning and execution is required.
- Excellent leadership and communication skills with the ability to collaborate effectively across departments.
- Familiarity with regulatory requirements in the medical device industry is a plus.