



**Title:** Associate Director/Director, Investor Relations & Corporate Communications

**Hiring Manager:** Chief Financial & Chief Operating Officer

**Function:** Finance

**Location:** Waltham

**Position Summary:**

Reporting to Upstream Bio's Chief Financial and Chief Operating Officer, the Associate Director or Director of Investor Relations and Corporate Communications ("IR/CC") will lead all investor relations and corporate communications activities for Upstream (NASDAQ: UPB), including working with the executive leadership team and functional heads to define the communications and investor relations strategy as well as operationalizing that strategy. The AD/Director of IR/CC will partner with the CFO/COO and CEO as primary point of contact with Upstream's investment, banking, research and reporter/media communities. The AD/Director of IR/CC will also partner with the executive team and People and Culture in developing Upstream's internal communications. Upstream has also engaged a corporate and investor communications firm who will support certain initiatives alongside the AD/Director of IR/CC.

The role is that of an experienced leader who, in a highly proactive manner, oversees the development and execution of a multi-year, strategic and integrated investor relations and corporate communications plan that is aligned with Upstream's long-range goals. An understanding of Upstream strategy, operations, clinical development, business development and financial performance is required. The core duties and responsibilities of the role include, but are not limited to:

**Key Responsibilities:**

- Lead investor relations strategy, communications planning, and message development with senior leadership team and execute investor relations tactics to achieve plan objectives.
- Develop and maintain a Corporate Communications calendar of events.
- Ensure overall planning and execution of external communications are timely, accurate, and effective including the development of all investor and media communications and to include all necessary internal/external constituents including IR/communications agencies as needed.
- Develop and drive corporate communications, media relations, social media, positioning and corporate branding in partnership with the leadership team and external firms.
- Develop and maintain relationships with both existing and targeted new institutional investors and research analysts while providing truthful and accurate information about Upstream.
- Develop and manage investor relations contact database.
- Follow the markets, understand and summarize analyst and investor insights and commentary about Upstream, peer companies and biotech in general; prepare summaries for senior management to review.
- Provide market intelligence internally on Upstream and peer stock trading activity
- Create and support the revision/distribution of internal and external communications (i.e., press release electronic disclosure to NASDAQ and issuance through Globenewswire)
- Maintain and update the corporate presentation, ensuring a clear and compelling investment thesis. Develop Corporate Communications updates for Board meetings as needed.
- Lead and/or partner with finance, as appropriate on periodic reporting processes, including earnings release, call scripts and logistics (if applicable), FAQs, and the 10K/10Q review.



- Draft some elements of annual and quarterly SEC filings and support overall review process as member of Management Disclosure Committee.
- Manage investor conferences and non-deal roadshows, including investor targeting, one-on-one meeting scheduling, and other logistics. This individual is also responsible for targeting and tracking institutional investors and peer Upstream holdings.
- Act as a key point of contact for other investor relations and corporate communications, including with the media and retail investors.
- Support website development and maintenance with ownership for all corporate and investor pages as well as LinkedIn page updates.
- In partnership with other departments, monitor competitor, regulatory, and broader external environment to understand potential impact on Upstream's business; provide counsel to senior team on possible future actions.
- Manage all aspects of annual shareholder meeting process working alongside Finance and Legal teams for annual report and proxy.
- As needed, build and manage a team of investor relations and corporate communications professionals.

**Qualifications:**

- Bachelor's degree required, MBA or advanced science degree preferred
- 10+ years of experience in investor relations and/or corporate communications (in-house or agency), investment banking, equity research, or buy-side investing, particularly with a focus on biotechnology or pharmaceuticals
- Demonstrated knowledge of financial markets and drug development/commercialization
- Strong communication skills, including verbal and written
- Strong existing relationships with research analysts and institutional investors desired
- Ability to rapidly learn about Upstream strategy, R&D, and disease area, including a facility with technical information, such as preclinical/clinical data, mechanisms of action, etc.
- Knowledge of regulations and principles specific to communications for a publicly traded biopharmaceutical company and a commitment to upholding the highest ethical standards
- Ability to collaborate cross-functionally in a team environment; actively driving strong teamwork and collaboration with an Upstream-wide perspective
- Willingness and ability to travel, primarily domestically, likely 5-10%

**About Upstream Bio:**

Upstream Bio is a public company based in Waltham, MA. We are developing verekitug, the only known antagonist currently in development that targets the receptor for Thymic Stromal Lymphopoietin (TSLP). We have advanced this highly potent monoclonal antibody into separate Phase 2 trials for the treatment of severe asthma and chronic rhinosinusitis with nasal polyps (CRSwNP) and plan to initiate development in chronic obstructive pulmonary disease (COPD). Our experienced team is committed to maximizing verekitug's unique attributes to address the substantial unmet needs for patients underserved by today's standard of care. Learn more about us at [upstreambio.com](http://upstreambio.com).

**Interested candidates, please contact:**

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