

Job Title: Director of Operations

Location: Gainesville, FL (Relocation assistance available)

Company: Immunogenik, Inc.

About Us:

Immunogenik is a clinical-stage biotech startup advancing breakthrough cancer immunotherapies. Headquartered in Gainesville, FL, our company is led by a seasoned team of scientific and executive leaders dedicated to transforming cancer care through innovative immunotherapy platforms.

Position Overview:

We are seeking a highly organized and proactive **Director of Operations** to join our leadership team. Working closely with the leadership team to manage day-to-day operations, this individual will oversee the routine operations of the company, support ongoing IND-enabling studies, oversee government funding efforts, and contribute to venture capital fundraising activities. This pivotal role will help drive Immunogenik's growth and advance the development of our pioneering cancer therapies.

Key Responsibilities:

- Manage daily operational activities of the company
- Support IND-enabling studies and coordinate future IND applications to ensure smooth execution and compliance
- Assist in preparing grant proposals and applications for government funding
- Contribute to activities related to venture capital fundraising and investor relations
- Develop and implement operational policies and procedures
- Manage relationships with vendors, partners, and regulatory agencies
- Support strategic planning and overall company growth

Qualifications:

- Bachelor's degree in Life Sciences, Business, or a related field (advanced degree preferred)
- 5+ years of experience in biotech, healthcare, or pharmaceutical operations
- Proven experience supporting clinical trials and government grant applications
- Familiarity with VC funding processes and investor engagement
- Strong organizational, leadership, and communication skills
- Ability to manage multiple projects in a fast-paced startup environment

Compensation & Benefits:

- Competitive salary depending on experience
- Equity participation
- Relocation assistance (If applicable)
- The opportunity to contribute to a mission-driven biotech startup with significant growth potential

How to Apply:

Please send your resume and cover letter to admin@immunogenik.com outlining your relevant experience and interest in this role.