Job Description

**Sr, Manager, Scientific Communications and Writing (Public Relations)( IR.17.0003)**

Description:

Alnylam was founded in 2002 on a revolutionary vision and bold mission which remain firmly in place today. We are leading the translation of RNAi as a new class of medicines with a core focus on RNAi therapeutics toward genetically defined targets for the treatment of serious, life-threatening diseases with limited treatment options for patients and their caregivers. In January 2015, we announced our “Alnylam 2020” guidance that reflects our expected transition from a late-stage clinical development company to a multi-product commercial-stage company with a sustainable development pipeline. Alnylam is proud to have been recognized as one of The Boston Globe’s Top Places to Work in 2015 and 2016.

Overview:

Reporting to the Vice President of Investor Relations and Corporate Communication, the successful candidate will have the opportunity to be part of a small but growing team driving development of communications and writing content for our pipeline of novel RNAi therapeutics. From concept through execution, the ideal candidate will work and contribute to a wide range of communications products, across traditional and print media. These include data press releases, conference call scripts, feature stories, internal presentations and social/web copy. This candidate will work collaboratively with the investor relations and communications team, as well as cross-functionally. In addition to a heavy emphasis on the development of written content, this role will also provide basic PR support across the pipeline. This position demands an extremely high level of sophistication in reporting about science and technology, with a demonstrated ability to write with a narrative style and technical accuracy.

Summary of Key Responsibilities:

* Write, edit, and repurpose corporate and scientific content for press releases, blog posts, web copy, social media posts, and articles across many audiences;
* Develop a thorough understanding of all aspects of our pipeline and corporate strategy;
* Skillfully conduct interviews with executives, researchers, investigators and other audiences to elicit new perspectives, scientific context, specific accomplishments, incremental and major results, direct quotes and additional ideas;
* Write lay-friendly content for corporate website;
* Work with corporate communications team to help identify and promote content from Alnylam’s news for the scientific/medical press, national press, policymakers, advocates, patients, and general public;
* Write copy for Management Team remarks and speeches;
* Contribute to the production of content and assist in the implementation of a web and social media strategy;
* Contribute to the writing of op-ed articles on topics of interest o the company;
* Work with the communications team to increase awareness, and provide overall basic communications support to our earlier stage pipeline assets;
* Ensure that all communications are aligned with overall corporate strategies and business objectives.

Qualifications:

* Bachelor’s degree is required (preferably in Science, Journalism, Communications, Public Relations or English).
* Minimum 5-8 years progressive experience in corporate or agency with related skills.
* M.A./M.S. preferred. Experience in methods for effectively communicating technical information in print and/or digital products is required.
* Experience in communication planning and development (information gathering, defining and communicating with targeted audiences, editing and writing techniques).
* Ability to demonstrate a talent for understanding and writing about science and technology.
* Proven project-management, copy editing and proofreading skills.
* Demonstrated ability to work collaboratively and communicate effectively with colleagues
* Ability to juggle multiple projects while working effectively under the pressure of last-minute deadlines and changing priorities;
* Demonstrated experience in working well both independently and as part of a team
* Excellent judgment and discretion in handling sensitive and confidential issues;
* Prior experience in marketing or public relations preferred.

Alnylam Pharmaceuticals is an EEO employer committed to an exciting, diverse, and enriching work environment.