

Stealth BioTherapeutics, Inc. is an innovative biopharmaceutical company committed to bringing patients mitochondria-targeted therapies to treat both common and rare diseases. Driven by a desire to help patients with unmet medical needs, our team collaborates with well-recognized institutions, physicians, and scientists to develop the next generation of therapies focusing on mitochondrial dysfunction in many diseases.

Position Title: Director/Senior Director, Medical Affairs Operations

Position Summary:

Reporting to the Executive Director, Head of Field Medical, the Director/Senior Director, Medical Affairs Operations will provide both strategic and hands-on operational support to build and manage the infrastructure needed for an emerging Medical Affairs team. This individual will play a key role in establishing and optimizing the operational framework aligned to the overall medical strategy for the Field Medical team of Medical Science Liaisons (MSL), ensuring compliance, systems readiness, field enablement, and cross-functional alignment. This is a unique opportunity to be part of a growing organization and help shape the future of Medical Affairs operations from the ground up.

Responsibilities:

- Partner closely with Medical Affairs leadership to develop and implement scalable operational processes, infrastructure, and tools to support the MSL team.
- Support pre- and post-launch readiness for Medical Affairs initiatives including scientific exchange, congress planning, and stakeholder engagement.
- Lead the selection, implementation, and ongoing management of Medical Affairs systems (e.g., CRM, medical insights platforms, content management, compliance systems).
- Support MSL deployment planning, onboarding, training coordination, and performance tracking.
- Develop and manage operational metrics and dashboards to support insights-driven decision-making and leadership reporting.
- Manage logistics and compliance for key Medical Affairs activities including advisory boards, KOL engagement tracking, medical education, and insight gathering.
- Partner cross-functionally with IT, Compliance, Clinical, Regulatory, Legal, and Commercial to ensure proper alignment, governance and integration.
- Coordinate budget planning and tracking for Field Medical initiatives in collaboration with Medical Affairs leadership and Finance.
- Serve as a key liaison with vendors supporting Medical Affairs activities and systems.

Competencies:

- Proven ability to build and scale Medical Affairs operations processes in a fast-paced environment.
- Strong project management and innovative problem-solving skills; ability to balance strategic thinking with hands-on execution.
- Adept with change management to support our growth and to meet the demands of the dynamic Healthcare Ecosystem.
- Excellent interpersonal, written, and verbal communication skills.
- High degree of professionalism, discretion, and integrity in handling sensitive and confidential information.

- Self-starter, growth mindset, creative thinker, and comfortable working independently and collaboratively in a dynamic, sometimes ambiguous, and evolving environment.
- Adept at translating complex challenges into actionable solutions.

Requirements:

- Bachelor's degree in a scientific or related field required with 7+ years of relevant industry experience, with at least 3 years supporting Medical Affairs or Field Medical operations. Demonstrated experience establishing systems and processes in support of MSL teams or other field-based medical functions.
- Experience supporting rare disease or specialty therapeutic areas is a plus.