



Head of Corporate Communications

Summary

The Head of Corporate Communications will be responsible for developing and implementing an integrated corporate communications strategy, including investor relations, public relations, and internal communications. This position will create and deliver the right message to the right audience while ensuring consistent messaging across various platforms to all relevant stakeholders, both internal and external. This position will manage relationships with the investment community, including investors and sell-side analysts, and be responsible for all corporate communications, including media, public relations, public affairs, and communications with patients. This individual will contribute to company branding, employer branding and internal messaging strategy and execution, collaborating with internal experts to hone the message as appropriate. This person will work closely with the Executive Team. Most importantly, this individual will be excited to tell the story of a dynamic immuno-oncology company pioneering an innovative platform technology that leverages the power of the immune system to help cancer patients.

Responsibilities

- Help Bolt Bio succeed by providing amazing and effective communications
- Lead the strategic planning, direction, and execution of Corporate Communications, with a special emphasis on Investor Relations and Public Relations
- Partner with the CEO and CFO to lead and manage the company's participation on quarterly earnings calls, investment conference calls and in-house meetings, road shows, analyst days, and one-on-one meetings
- Lead strategic communications development, including plans to capitalize upon key Bolt Bio milestones
- Develop and implement a patient and investigator communications strategy, including relations with patient advocacy organizations, government agencies, and non-profit organizations
- Write press releases, earnings releases, management Q&As, conference call scripts, and other Bolt Bio materials as necessary, including contributing to SEC filings
- Create presentation decks and oversee Bolt Bio website content and social media
- Form, nurture, and protect the Bolt Bio brand and reputation
- Collaborate with other functional areas to understand their communication needs and develop messaging that accurately promotes the Company
- In collaboration with senior management, HR, and corporate counsel, manage internal employee communications and media training
- Lead the corporate communications function, including attracting and developing talented employees and managing external firms and consultants to deliver strong results at a reasonable cost



- Lead future efforts to identify and address emerging issues of interest, including those of policy, legislation, and regulation.
- Proactively identify, comprehensively prepare for and manage the messaging for corporate issues and crises as they arise
- Manage interactions and communications with existing and potential shareholders and sell-side analysts; be responsive to information needs in compliance with company policies and securities regulations
- Develop relationships with key media outlets and reporters

Qualifications

- Understanding of Bolt Bio's business and core technology, and ability to articulate Bolt's relevant value proposition to diverse target audiences
- Ability to take ownership of corporate communications, work independently and collaboratively when necessary
- Strong verbal, written, and visual communication skills, including exceptional ability to present in a way that maximizes audience engagement
- Strong planning, organizational, time and project management skills to prioritize and complete multiple assignments and coordinate workflow
- ≥7 years of biotech investor relations, public relations, and/or corporate communications experience
- ≥3 years of both investor relations and public relations experience
- ≥ Bachelor's of Arts or Bachelor's of Science degree
- Highest level of professional and ethical performance standards
- Team player who enjoys working in a fast-paced environment
- Current understanding of SEC, FDA, HIPAA, and other relevant regulations
- Energetic, dedicated, enthusiastic contributor
- Ability to travel, when required
- Desired qualifications include:
 - Direct experience leading Investor Relations/Corporate Communications at a public biotech company
 - Established relationships with the investment community, media and biopharma journalists
 - Experience working in oncology and specifically Immuno-oncology

Who We Are

Bolt Biotherapeutics, based in the San Francisco Bay Area, is a clinical-stage biotechnology company developing Boltbody™ Immune-stimulating Antibody Conjugates (ISACs), a new class of immuno-oncology therapeutics that have eliminated tumors following systemic administration in preclinical studies while also developing immunological memory, which may lead to more durable clinical responses for patients. This is a unique opportunity to join and



build, with like-minded colleagues, a company that will transform the lives of individuals with cancers.

We are an Equal Opportunity Employer offering a competitive salary and benefits package.