



Strategic Planning and Investor Relations Associate

ABOUT MAXCYTE:

MaxCyte, the clinical-stage global cell-based therapies and life sciences company, uses its proprietary next-generation cell and gene therapies to revolutionize medical treatments and ultimately save lives. The Company's premier cell engineering enabling technology is currently being deployed by leading drug developers worldwide, including all of the top ten global biopharmaceutical companies. MaxCyte licenses have been granted to more than 120 cell therapy programs, with more than 90 licensed for clinical use, and the Company has now entered into ten clinical/commercial license partnerships with leading cell therapy and gene editing developers. MaxCyte was founded in 1998, is listed on the London Stock Exchange (AIM:MXCT, MXCL) and is headquartered in Gaithersburg, Maryland, US. For more information, visit www.maxcyte.com.

Job Summary

Reporting to the CFO, the Strategic Planning and Investor Relations Associate will play critical roles in creating and executing MaxCyte's investor relations strategy and developing and presenting strategic recommendations to support MaxCyte's long-term growth.

Keys to success of the role will be 1) the ability to command a detailed understanding of MaxCyte's business, products, markets, customers, investors, employees and other key audience; 2) the ability to interact with ease with C-level, Board of Directors, investors, and sell-side analysts, among others, and 3) a strong financial acumen and the ability to integrate and interpret qualitative and quantitative.

Job Responsibilities

- Gather and analyze qualitative and quantitative data around industry trends and the competitive landscape from publicly available sources (including scientific conferences, public company and reports/presentations), subscribed databases, expert interviews, and interaction with internal MaxCyte business units

- Integrate, analyze, summarize and present market, customer, and competitor data to support the company's corporate strategic decision making and investor relations efforts
- Develop financial models to supplement corporate development and investor relations development activities on an as needed basis
- Communicate industry-related data (as described above) and investor feedback to internal business constituents on a regular basis
- Provide investor-relations analytics and tracking support to facilitate proactive and reactive communication with external constituents including MaxCyte's external investor relations partners, financial analysts, and institutional investors
- Support the crafting of investor presentations (and associated IR materials) and internal business-strategy related documents
- Help coordinate the drafting, review, and publication of public relations materials with internal and external constituents, including regulatory bodies and MaxCyte's external and public relations partners

Requirements

- Bachelor's degree -- preferably in business, finance, accounting, economics, science, computer science, engineering or mathematics -- with demonstrated high standards of excellence in academics, extracurriculars, and work experience
- 2-4 years in a management consulting or a corporate strategy role, or 2-4 years in an investment banking, private equity or corporate development role
- Strong, proven quantitative skills including financial modeling, analysis, and research
- Ability to think through and solve for complex problems creatively and strategically
- Excellent written and verbal communication skills, including the ability to translate insight into content, and create structured presentations
- Expert level knowledge of Microsoft Excel and PowerPoint
- Absolute discretion and confidentiality regarding sensitive information