



Job Description

Corporate Counsel
Vaxcyte, Inc.

October 2020

Company Profile:

Vaxcyte, Inc. (Nasdaq: PCVX) is a next-generation vaccine company seeking to improve global health by developing superior and novel vaccines designed to prevent some of the most common and deadly infectious diseases worldwide. Our exclusively licensed cell-free protein synthesis platform and our proprietary know how enable us to design and produce optimized protein carriers and antigens, the critical building blocks of vaccines, in ways that we believe conventional vaccine technologies cannot. Our pipeline includes pneumococcal conjugate vaccine, or PCV, candidates that we believe are the most broad-spectrum PCV candidates currently in development, targeting the \$7 billion global pneumococcal vaccine market. Our lead vaccine candidate, VAX-24, is a preclinical, 24-valent broad-spectrum pneumococcal conjugate PCV with preclinical proof-of-concept demonstrating potential to replace the standard of care that we expect to advance into clinical trials in the second half of 2021. Our pipeline also includes VAX-XP, a PCV with an expanded breadth of coverage of at least 30 strains, including newly emerging strains responsible for invasive pneumococcal disease and antibiotic resistance; VAX-A1, a prophylactic vaccine candidate designed to prevent Group A Strep infections; and VAX-PG, a therapeutic vaccine candidate designed to slow or stop the progression of periodontal disease by targeting the keystone pathogen responsible for this chronic, oral inflammatory disease. We completed our initial public offering in June 2020, raising \$287.5 million in gross proceeds.

Summary:

Vaxcyte is looking for an energetic and talented individual to join its lean legal team. Reporting to the General Counsel, the successful candidate will interact with all levels of the organization including executive management and be a crucial part of building out the legal infrastructure of a growing company. The candidate will be expected to take the knowledge he/she has amassed at a national law firm and/or in-house life sciences experience and apply it appropriately to a growth-stage company. The successful candidate will have significant experience with SEC and NASDAQ requirements and filings, governance and board matters, and a willingness to expand into other substantive areas to support business needs which may include contracting related to significant business relationships, research and development, clinical trials, and manufacturing matters.

Essential Functions:

- Extensively participate in preparation of SEC filings, including Forms 10-K, 10-Q, and 8-K, proxy statement and Section 16 reporting
- Assist with planning and executing the Annual Meeting of Stockholders
- Work closely with senior leadership and investor relations regarding disclosure matters and NASDAQ, SEC and corporate law requirements, including Reg FD; participate in disclosure committee meetings
- Support public company secretarial function, including assisting with the preparation of Board and committee materials
- Assist with company communications, including press releases and investor presentations
- Assist with administering the Insider Trading Policy, 10b5-1 plans, and related employee and director equity matters
- Work closely with finance and human resources to ensure compliance with the company's disclosure policies and procedures
- Stay current on governance trends and best practices, SEC and NASDAQ developments
- Collaborate with outside counsel as required
- Perform advanced legal and other research

Requirements:

- Law degree from an accredited law school and member in good standing of California or other state bar with ability to qualify for California in-house counsel admission
- 4+ years of experience with a law firm or 5+ years of combined experience with a law firm and in-house with substantial public company securities experience with Securities Act of 1933, Securities Act of 1934, Regulations S-K, S-X, FD, et al., Delaware corporate law and NASDAQ listing requirements
- Possess unquestionable ethics and integrity
- Highly organized and ability to work both independently and as a member of a team
- Excellent written and verbal communication skills, attention to detail, good business judgment and the ability to handle multiple projects at one time
- Familiarity with biotech / pharma required

Reports to: General Counsel

Location: Foster City, CA

Compensation: The compensation package will be competitive and includes comprehensive benefits and an equity component.

Send resumes to: careers@vaxcyte.com