

Job Description			
Job Title:	Contracts Manager	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	AFT Foundation	Reports to:	Chief Administrative Officer
Location:	Boston	Travel Required:	No
Level/Salary Range:	\$	Position Type:	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
HR Contact:	Erin Mueller	Date posted:	Click here to enter a date.
External posting URL:	Click here to enter text.		
Internal posting URL:	Click here to enter text.		
AFT Mission: Alliance Foundation Trials, LLC (AFT) sponsors and conducts high-quality cancer clinical trials funded exclusively by non-NCI (National Cancer Institute) sources. AFT leverages the internationally recognized scientific experts and thought leaders of the Alliance for Clinical Trials in Oncology with its expansive and established network of hospitals, medical centers, and community clinics across the North America			
Purpose/Scope: The Contracts Manager is responsible for preparing, examining, analyzing, negotiating, and revising contracts and budgets on behalf of AFT. This includes coordinating with the executive team, study team, outside counsel, finance team, and external collaborators, including pharmaceutical partners and institutions. The Contracts Manager is responsible for managing all phases of the contract cycle			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> • Draft and negotiate contracts for clinical trial-related services including non-disclosure agreements, clinical trial agreements, master service agreements, including updating associated work orders, and material transfer agreements. • Draft and negotiate project specific budgets for clinical trial-related services, including global project specific budgets, and sub-contract budgets • Consult with leadership and relevant staff during contract and budget development and negotiation. • Manage and monitor the contract/budget negotiation process. • Maintain database and files for all contracts and budgets. • Track the progress of all contracts and budgets to ensure timely execution of contracts, including relevant budgets, and alert leadership and relevant staff of delays and/or issues impacting timely execution of contracts. • Draft and negotiate amendments to contracts and budgets as necessary over the life of the agreement. • Maintain all agreement and budget templates. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none"> • Bachelor's degree • A minimum of 3-years' experience negotiating, reviewing, and amending contracts. Specifically non-disclosure agreements, clinical trial agreements (with both pharmaceutical partners and investigational sites), master service agreements, and material transfer agreements. • A minimum of 3-years' experience negotiating, reviewing, and amending budgets related to clinical research/clinical trials. • Ability to juggle multiple projects. • Strong communication skills and experience communicating relevant contract issues to superiors. • Thorough understanding of the clinical trial process. • Experience working both independently and within a team. • Background working in a deadline driven detail oriented environment. • Excellent organizational skills 			

PREFERRED SKILLS

An ideal candidate will use their 3+ years of experience in University Research Administration or the life science industry to draft and negotiate complex contracts and budgets related to the clinical research portfolio of AFT. Experience with negotiating contracts and budgets, and familiarity with agreement standards and contractual language related to clinical trial related services is necessary.

ADDITIONAL NOTES

[Type any additional notes if needed.]

Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter text.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.
Last Updated By:	Click here to enter text.	Date/Time:	Click here to enter text.

Employee Name:

Date:

Employee Signature: _____