



Job Description			
<b>Job Title:</b>	Contracts Manager III	<b>Job Category:</b>	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
<b>Department/Group:</b>	Alliance Foundation Trials, LLC	<b>Reports to:</b>	Director – Contracts Administration Department
<b>Location:</b>	Boston or Chicago	<b>Travel Required:</b>	<10% anticipated
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>HR Contact:</b>	Director of Human Resources	<b>Date posted:</b>	
<p><b>ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION'S MISSION:</b></p> <p>The Alliance for Clinical Trials in Oncology Foundation (Foundation) is a nonprofit, tax-exempt foundation created to enhance and expand the ability of the Alliance for Clinical Trials in Oncology (Alliance) to conduct cancer clinical research and address important treatment questions through large-scale clinical trials. Through efforts of the Foundation in support of the Alliance, clinical trials and laboratory research are conducted to discover new or improved ways to prevent, treat and cure many types of cancer, including leukemia and lymphoma, and cancers of the breast, prostate, lung and GI tract, and help educate the medical community on methods of cancer diagnosis, treatment, and prevention.</p> <p>In May 2014, the Foundation created Alliance Foundation Trials, LLC (AFT, LLC) which is a wholly owned subsidiary of the Foundation. This entity was created to conduct cancer clinical research and address medical care and treatment through large-scale clinical trials involving various industry related partners.</p>			
<p><b>Purpose/Scope:</b></p> <p>The Contracts Manager III is responsible for preparing, examining, analyzing, negotiating, and revising contracts on behalf of AFT, Foundation or another Alliance related organization/affiliate, as applicable. This includes coordinating with the executive team, study team, outside counsel, finance team, and internal and external collaborators, including pharmaceutical partners, institutions and vendors. The Contracts Manager III is responsible for ensuring the highest quality contractual relationships between AFT/Foundation and all other parties.</p>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Draft and negotiate contracts including but not limited to clinical trial-related services including sponsored research agreements, pharmaceutical partner and pharmacy agreements, limited operations study agreements, grant agreements, letters of indemnity, site clinical services and vendor agreements, and salary support agreements.</li> <li>• Provide general legal and risk guidance for regulatory issues (i.e. Informed consent issues, insurance questions etc.)</li> <li>• Primary point of contact for ICF review for assigned projects/Institution site agreements.</li> <li>• Ensure appropriate internal buy-in and approval of relationship and risk terms.</li> <li>• Comfort in questioning rationale and implementing informed decision-making tactics.</li> <li>• Serve as an escalation point for various matters and contract terms and also escalate as necessary.</li> <li>• Accurate, concise and timely communications with all relevant stakeholders.</li> </ul>			



- Serve as an SME for contractual issues/questions which may arise internally and externally.
- On occasion, stand in for current Director of Contracts Administration as requested including for and not limited to project negotiation and/or signature review.
- Establish a strong working relationship with Project Management to ensure that the legal aspects of the study accurately reflect the overarching goals and objectives of the organization.
- Maintain Egnyte files for assigned projects.
- Provide active mentoring and support to junior colleagues.
  - Requests to train junior colleagues in any areas will be coordinated with Director of Contracts Administration
- Review and update agreement templates annually or on an as needed basis.
  - Will create templates and work to develop and improve current contracting and contract department processes.
- Continue training and development annually through participation in internal and external training and continuing education opportunities.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor’s degree, graduate degree - JD and/or active bar license preferred
- 5-7 years of experience drafting, negotiating, reviewing, and amending contracts, or equivalent combination of education and experience, with a strong preference given to candidates with clinical trials knowledge/experience.
- Ability to juggle multiple projects effectively.
- Ability to handle pressing priorities calmly and reasonably with in the time constraints of each project.
- Strong communication skills and experience communicating relevant contract issues to superiors, among colleagues and with external partners and vendors.
- In-depth understanding and the commitment to develop advanced understanding of the clinical trial process and all legal/business concepts involved in creating and building clinical relationships.
- Experience working both independently and within a team.
- Demonstrated ability to provide mentorship or oversight of personnel
- Demonstrated ability and interest in process development and improvement
- Proficiency with Office and document management.

**ADDITIONAL NOTES**

Last Updated By:	Heather Choukri	Date/Time:	6/8/20
Approved By:	Sheilah Hurley	Date/Time:	06/08/2020

Employee Signature:

Date: