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www.AllianceFoundationTrials.org

Job Description

Job Title:	Contracts Manager II	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	Alliance Foundation Trials, LLC	Reports to:	Director of Contracts Administration Department
Location:	Boston	Travel Required:	<10% anticipated
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:	Director of HR - Boston	Date posted:	

ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION'S MISSION:

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.

In May 2014 and February 2015, the Foundation created the Alliance Foundation Trials, LLC (AFT), respectively, a wholly owned subsidiaries of the Foundation. AFT was also created to conduct cancer clinical research and address medical care and treatment through large-scale clinical trials involving various industry related partners.

Purpose/Scope:

The Contracts Manager II is responsible for preparing, examining, analyzing, negotiating, and revising contracts on behalf of AFT and/or Foundation, 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 II is responsible for ensuring the highest quality contractual relationships between AFT/Foundation and all other parties.

ROLE AND RESPONSIBILITIES

- Draft, review, and negotiate contracts for clinical trial-related services including industry-sponsored research agreements, limited operations study agreements, grant agreements, letters of indemnity, master and site clinical services agreements, vendor, executive officer salary support, and NCI-related funding and drug delivery agreements, licenses, for assigned projects.
- Review, use, and appropriate updating of templates regularly.
- Must have a conceptual/practical understanding and effective application of both legal and business concepts vital to contract negotiation, including but not limited to indemnity, human subject protection, intellectual property, liability etc.
- Provide general legal and risk guidance for contracting and regulatory issues as they arise on assigned projects and contracts.
- Primary point of contact for CSA negotiation and associated ICF review for assigned projects.



- Ensure appropriate internal buy-in and approval of relationship and risk terms.
- Comfort in questioning rationale and implementing informed decision-making tactics.
- Serve as an escalation point and also escalate issues as necessary.
- Accurate, concise and timely communications with all relevant stakeholders, including internal colleagues and department Director.
- Serve as an SME for contractual issues/questions which may arise internally and externally on assigned projects.
- Establish a strong working relationship with Project Management to ensure that the legal aspects of the study contracts accurately reflect the overarching goals of the study and objectives of the organization.
- Maintain Egnyte and contracts folders/server for assigned projects and associated trackers and deliverables, may include additional administrative work as appropriate.
- Provide active mentoring to junior colleagues.
- Continue training and development annually, stay apprised of relevant contracting and regulatory issues as appropriate.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree required, JD or advanced degree preferred but not required, interchangeable with prior experience.
- 3± years of experience drafting, negotiating, reviewing, and amending contracts, or equivalent combination of education and experience. If less than 3 years of contracting experience, demonstrated experience in healthcare and/or hospital or clinical research contracting preferred.
- Preferred in-depth understanding of the clinical trial process and all legal/business concepts involved in creating and building clinical relationships.
- Ability to juggle multiple projects effectively.
- Strong communication skills and experience communicating relevant contract issues to superiors in an efficient and concise manner.
- Experience working both independently and within a team. Demonstrated success in working with minimal supervision on past projects a plus.
- Proficiency with Office and document management.

ADDITIONAL NOTES

Last Updated By:	Heather Choukri	Date/Time:	August 30, 2020
Approved By:			

Employee Signature:

Date: