

Job Description			
Job Title:	Contracts Manager	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	Alliance for Clinical Trials Foundation	Reports to:	Director of Contracts Administration
Location:	Boston	Travel Required:	< 20% Travel 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:	
External posting URL:			
Internal posting URL:			
<p>ALLIANCE FOR CLINICAL TRIALS IN ONCOLOGY FOUNDATION’S MISSION:</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 the Alliance Foundation Trials, LLC (AFT), respectively, a wholly owned subsidiary 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.</p>			
<p>PURPOSE/SCOPE:</p> <p>Alliance Foundation Trials, LLC (AFT) is currently seeking Contract Managers at multiple levels of experience. AFT and all our affiliates and interrelated organizations were created to conduct cancer clinical research and address medical care and treatments involving various industry partners and various stakeholders. The contract managers are generally responsible for preparing, reviewing, analyzing, or negotiating contracts and legal language on behalf of our organization and Affiliates. This is a phenomenal opportunity to work in the healthcare and clinical trials industry and interact directly with study teams, Principal Investigators, hospitals, pharmaceutical companies, vendors etc, and be an integral component in getting trials off the ground with a collaborative and a supportive team.</p>			

Contract Managers will be expected to coordinate appropriately with our internal executive teams and various departments including project management and the finance departments as well as external partners, to ensure appropriate internal buy-in and approval of contract based relationships and risk terms. Must be comfortable communicating effectively with various groups on a range of contract based topics and have a conceptual understanding of items like human subject protection, indemnity, liability, data privacy etc. Being comfortable questioning rationales and implementing informed decision making tactics is important. All Contract Manager level will be expected to do some administrative level work in managing and maintaining our departments templates, reference library, and tracking contract deliverables.

Qualifications and Education Requirements:

- Bachelor degree required, JD or advanced degree preferred. Education requirements are interchangeable with demonstrated interest and experience with healthcare, hospital, or clinical trial contracting experience.
- Minimum of 1-2 years of experience in negotiating and amending contracts.
 - Higher positions within the department will require more targeted experience in contracts negotiations/sponsored research.
 - If less than 2 years of contracting experience the preference will be for contracting experience in the academic medical center or research/clinical trials setting.
 - Experience working with the National Cancer Institute supported or federally funded projects a plus.
- 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.
- Exceptional Organizational Skills
- Experience working effectively with minimal supervision a plus.
- Proficiency with Office and document/deliverable management.

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Last Updated By:	Heather Choukri	Date:	June 5, 2019

Approved by: Sheilah Hurley

Date: June 6, 2019