

Job Description			
Job Title:	Director, Contracts and Agreements	Job Category:	Exempt <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/>
Department/Group:	Alliance for Clinical Trials Foundation	Reports to:	Chief Operations Officer
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>The Director of the Contracts and Agreements Department is responsible for the timely and accurate creation, delivery and storage of legal contracts and agreements related to the clinical studies supported by the Alliance for Clinical Trials in Oncology Foundation (Foundation) and studies conducted by AFT.</p>			

ROLE AND RESPONSIBILITIES

This position reports directly to the Chief Operations Officer, AFT.

The Director is responsible for both contract development and negotiation as well as management of the Department of Contracts and a staff of contract managers whose primary role is to develop and review contracts and agreements as well as some study-related documents, and to ensure the consistency of contracts and agreements with study protocols, and other related reports. On average the Director's time will be 40% management and 60% contract development and negotiation.

Direct and manage all phases of work scope, letter of understanding, and contract/agreement development for Alliance for Clinical Trials in Oncology Foundation:

- Establish priorities, assign/evaluate work, supervise and train Contract Managers.
- Establish annual budget for Contracts Department
- Review agreements/contracts, draft agreement language and negotiate agreement terms with external collaborators. Consult with AFT, Alliance and Foundation leadership and relevant staff during agreement negotiation and development. Consult with internal collaborators at other Alliance/AFT program offices (e.g., Statistical and Data Center-SDC) and integrate relevant segments from all offices into agreements with external collaborators.
- Ensure consistency across agreements and assess potential risk to Foundation/AFT/Alliance related to requested terms. Consult with legal counsel, as appropriate, regarding non-routine requests for changes to agreement terms.
- Working with relevant staff, maintain the files for all agreements as appropriate to each project (Trial Master File).
- Maintain real-time tracking of the progress of all agreements to ensure timely execution of agreements and alert leadership and relevant staff of delays and/or issues impacting timely execution of agreements.
- Track the progress of deliverables. Provide progress reports to the leadership and assist with close out of projects, ensuring that Foundations meets all agreement obligations.
- Maintain templates for work scopes, letters of understanding, contracts and agreements. Lead the development of master services agreements with sites and vendors.
- Develop/maintain standard operating procedures for the department.
- Ensure compliance with policies and regulations related to contracts/agreements with external collaborators on research studies.
- Continually review relevant laws and regulations; create/maintain department reference library. Ensure that all contracts staff (including Director) maintain a working knowledge of regulations and laws governing clinical trials both in the US and countries in which AFT trials are conducted.
- Liaise with law firms engaged by the AFT and the Foundation that provide legal counsel related to clinical trial contracts and agreements.
- Maintain expertise in the differences between Foundation agreements in support of grant funded Alliance trials, and contracts with industry partners and vendors for AFT studies.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’s degree, graduate/legal degree preferred
- 7-10 years of experience drafting, negotiating, reviewing, and amending contracts, or equivalent combination of education and experience.
- 3-5 years’ experience in a management or leadership position: setting priorities; directing staff; budgeting and strategic planning
- Strong communication skills and experience communicating relevant contract issues to superiors.
- In-depth understanding of the clinical trial process and all legal/business concepts involved in creating and building clinical trials and contractual relationships.

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Last Updated By:	Heather Choukri	Date:	January 3, 2019
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Approved by: Sheilah Hurley

Date: January 3, 2019

Employee Signature:

Date: