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**Title:** Corporate Counsel

**Reports to:** Chief Administrative Officer and General Counsel

**Department:** Legal

**Location:** Norwalk, CT

**Position Overview:** The Corporate Counsel must be self-directed, detail oriented and have good business and legal instincts. The Corporate Counsel provides legal oversight and advice in the areas of corporate governance, compliance, and contract negotiations. The Corporate Counsel's duties include drafting, reviewing and negotiating contracts, drafting and reviewing company policies and publications. The position requires knowledge and experience in diverse fields of law including business, corporate governance, intellectual property, privacy, employment, and not-for-profit law, and requires a person with the ability to interact well with internal and external stakeholders.

**Essential Functions:**

- Contract drafting, review, and negotiation to meet the needs of the company while keeping exposure to liability low. This includes, but is not limited to, vendor agreements for all departments of the company, clinical and research agreements, confidentiality agreements, licensing agreements, data use agreements, data sharing agreements and any other agreements that may be needed. This will require knowledge of MMRF business requirements and ensuring that business terms and statements of work are reviewed and align with legal terms.
- As the Security and Privacy Officer, oversee annual assessments of internal databases as well as databases of vendors to ensure appropriate and compliant industry best practices are met. Work with internal and external stakeholders to upgrade systems and processes where needed.
- Maintain and update corporate records.
- Continue to evolve contract management systems and processes to ensure maximum efficiency.
- Ensure timely filings for all trademark and patents through outside counsel.
- Oversee planned gift distributions when MMRF is a beneficiary.
- Manage Legal Department staff, annual operations planning, budget and forecasting, oversee legal department vendors (including outside counsel) and ensure all legal department vendor invoices are processed and paid on time. This will periodically require the creation and management of a request for proposal process.

**Qualifications:**

- Juris Doctorate required.
- Master's in Business Administration preferred.
- 7 - 10 years' experience in relevant corporate healthcare and management.
- Extremely strong communication and contract negotiation skills.
- Excellent working knowledge of HIPAA and HITECH.
- Excellent understanding of intellectual property law.
- Extremely strong inter-personal skills allowing for the ability to work cross-functionally with all levels of all departments.
- Expert organization and time management skills.
- High-level technical and computer proficiency required.