
Title: Associate, Contracts Administration
Reports to: Manager, Contracts Administration
Department: Legal
Location: Norwalk, CT (or Remote)

MMRF OVERVIEW:

A pioneer in precision medicine, the Multiple Myeloma Research Foundation (MMRF) seeks to find a cure for all multiple myeloma patients by relentlessly pursuing innovations that accelerate the development of precision treatments for cancer. Founded in 1998 by Kathy Giusti, a multiple myeloma patient, and her twin sister Karen Andrews as a 501(c)(3) nonprofit organization, the MMRF has created the business model around cancer—from data to analytics to the clinic. The MMRF identifies barriers and then finds the solutions to overcome them, bringing in the best partners and aligning incentives in the industry to drive better outcomes for patients. Since its inception, the organization has collected thousands of samples and tissues, opened nearly 100 trials, helped bring 13 FDA-approved therapies to market, and built CoMMpass, the single largest genomic dataset for any cancer. Today, the MMRF is building on its legacy in genomics and is expanding into immune oncology, as the combination of these two fields will be critical to making precision medicine possible for all patients. The MMRF has raised nearly \$500 million and directs nearly 90% of the total funds to research and related programs. To learn more, visit www.themmrp.org

The mission of the MMRF has always been to provide a cure for each and every patient. We know that multiple myeloma is different in every patient. Our goal is to generate and collect as much patient data as possible and make it available to researchers worldwide, to speed new discoveries and propel new clinical options for myeloma patients into the clinic as quickly as possible.

MMRF Core Values:

At the MMRF our core values define both who we are and how we work together as an organization. We believe in investing in our team and building a culture that will help us pursue our highest-level mission to accelerate a cure for each and every multiple myeloma patient. Our five core values are expressed below:

1. **Prioritize Patients** - Patients are at the center of everything we do. Every decision we make is grounded in the needs and best interests of the patients we serve.
2. **Drive Innovation** - We are committed to pursuing big, bold ideas. Taking risks, trying new approaches, and challenging the status quo are necessary to speed new discoveries.
3. **Deliver Solutions** - Taking on complicated challenges is what sets us apart. To deliver results, we must be decisive, take action, and act with urgency on behalf of the myeloma community.
4. **Do It Together** - We know that together, we are stronger. We work cross-functionally with the entire community to achieve our mission and are invested in the success of others.
5. **Build Trust** - We build trust-based relationships. We advocate for each and every myeloma patient by committing to diversity, equity, and inclusion and treating others with respect.

Position Overview: This position will serve as the Associate, Contracts Administration for the MMRF Legal Department and will report to the Manager, Contracts Administration. The right candidate must be self-directed, detail oriented and have good business and procedural instincts. The Contracts Administrator's duties include, but are not limited to, reviewing and drafting contracts (within guidelines and at the direction of their supervisor); maintaining CRM system by reviewing new and expiring agreements; and intellectual property portfolio management. The position requires a person with the ability to interact professionally and productively with internal and external stakeholders.

Essential Functions:

- Perform preliminary contract review and oversight for drafting, review, and minimal 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, confidentiality agreements, sponsorship agreements and any other agreements that may be needed. Ensure business terms and statements of work are reviewed and align with legal terms and MMRF requirements (under supervision).
- Manage contract reports and key metrics to support the Legal Department.
- Organize/maintain file structures for contracts. Assist in maintaining the company's contract templates.
- Partner with internal stakeholders throughout the company to ensure compliance with the contract process.
- Assist with the Legal Department's workflow between internal departments, external stakeholders, and pharmaceutical partners.
- Collaborate with supervisor to ensure accurate, complete and timely processing of contracts, and identify efficiencies for the contracts function and process.
- Create purchase/change orders and process vendor invoices in accounts payable system.
- Provide additional training and guidance to new/existing employees on the contract process through Salesforce; and keep process materials up to date.
- Perform special projects and respond to ad-hoc requests as needed from time to time.

Qualifications:

- Associate's or Bachelor's degree in business, healthcare administration, or a related field preferred.
- 1+ years' experience in healthcare contracts review/negotiation, preferably from an academic medical center or a pharma/biotech company.
- Extremely strong communication and contract review skills.
- Strong ability to be proactive and self-directed.
- 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.



Associate, Contracts Administration
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- Strong ability to work under pressure and manage multiple priorities.
- High-level technical and computer proficiency required.
- Proficient in Word, Excel, and Power Point.
- Working knowledge of and/or experience with Salesforce CRM tool preferred.
- Experience with DocuSign or similar electronic signature platform preferred.
- High-level commitment to MMRF Core Values.

EEO Statement

The Multiple Myeloma Research Foundation (MMRF) is an equal opportunity employer and does not discriminate against any candidate based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, military and veteran status, sexual orientation, or any other factor protected by federal, state, or local law.