Title: Manager, Contracts Administration  
Reports to: Chief Administrative Officer & General Counsel  
Department: Legal  
Location: Norwalk, CT  

**MMRF OVERVIEW:**

The Multiple Myeloma Research Foundation (MMRF) is the largest nonprofit in the world solely focused on accelerating a cure for each and every multiple myeloma patient. We drive the development and delivery of next-generation therapies, leverage data to identify optimal and more personalized treatment approaches, and empower myeloma patients and the broader community with information and resources to extend their lives. Central to our mission is our commitment to advancing health equity so that all myeloma patients can benefit from the scientific and clinical advances we pursue. Since our inception, the MMRF has committed over $500 million for research, opened nearly 100 clinical trials, and helped bring 15+ FDA-approved therapies to market, which have tripled the life expectancy of myeloma patients. To learn more, visit [www.themmrf.org](http://www.themmrf.org).

**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:** The Manager, Contracts Administration must be self-directed, detail oriented and have good business and procedural instincts. Provides oversight in the areas of compliance and contract negotiations. The duties include drafting, reviewing and negotiating contracts (within guidelines and at the direction of their supervisor); drafting and reviewing data security and privacy policies, and overseeing data security and privacy reviews. The position 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 by leading regular meetings with various departments.

- 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.
- Continue to evolve contract management systems and processes to ensure maximum efficiency.
- Train new employees on the contract process through Salesforce.
- Ensure timely filings for all trademark and patents through outside counsel.
- Manage Legal Department by overseeing legal department staff and external stakeholders, contribute to annual operating department planning, manage department budget and forecast reporting quarterly, oversee legal department vendors (including outside counsel) and ensure all legal department vendor invoices are processed and paid on time. Ensure all timelines and KPIs are meet/exceeded reporting to management monthly. Manage RFP process as needed for new vendors for the department.

Qualifications:

- Bachelors in relevant field required
- 5+ years’ experience in healthcare contracts management, preferably from an academic medical center or a pharma/biotech company
- Extremely strong communication and contract negotiation skills.
- Excellent working knowledge of HIPPA and HITECH.
- 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.
- High-level technical and computer proficiency required.
- Proficient in Word, Excel, and Power Point; Salesforce experience 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.