

**Title:** Manager, Legal Operations

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

**Department:** Legal

**Location:** Norwalk, CT (Hybrid)

### **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.themmrff.org](http://www.themmrff.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 MMRF is seeking a highly motivated and detail-oriented individual to join our growing legal team. The legal operations manager will work closely with the General Counsel and business stakeholders at all levels of the company. As the Legal Operations Manager, you will be key in creating processes and practices to improve the day-to-day efficiency and effectiveness of the legal team, facilitate change, and control costs. This is a generalist role that involves managing and supporting projects across the full range of subject matter supported by the legal team. You must be able to adapt to changing priorities and business needs and must be proactive in identifying areas of need and generating action plans.

**Essential Functions:**

- Contribute to the development of the annual operating planning and budget for the legal department, department budget management and forecasting, expense management, and outside counsel and vendor management
- Report on key operational and substantive metrics for the legal department
- Manage and update processes and policies including, but not limited to, conflict of interest, vendor engagement, document retention, data security and privacy, and data access
- Excellent relationship management of internal and external stakeholders, including outside counsel, managing legal department staff, and effective communications with executive team members
- Collaborate cross-functionally with all areas of the company on vendor management, grants and sponsorships, data privacy and security, regulatory compliance, corporate governance, and risk mitigation
- Manage intellectual property portfolio, including trademarks, patents, and research investment ROI
- 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 sharing and use agreements, sponsorship agreements, liability waivers, and any other agreements that may be needed. This will require learning 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.
- Manage data security and privacy including oversee annual data vendor assessments, update, implement, and enforce processes and policies, and system implementations and upgrades

**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.

*The MMRF does not sponsor/facilitate any type of work authorization for this role. All applicants must currently have original valid unrestricted authorization to accept new employment in any role in the U.S. with any employer. There is also no future employer-provided sponsorship for this role to obtain or extend authorization to work in the U.S.*