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

MMRF OVERVIEW:

The Multiple Myeloma Research Foundation, Inc. (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 \$600 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.themmr.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 Associate, Legal Operations supports the MMRF Legal Department and reports to the Associate Manager, Legal Operations. The ideal candidate is self-directed, detail-oriented, and demonstrates strong business judgment and procedural awareness. Responsibilities include reviewing and drafting contracts within established guidelines and under supervisor direction, maintaining the CRM system by tracking new and expiring agreements, and managing the intellectual property portfolio. This role also requires the ability to work professionally and effectively with internal and external stakeholders.

Essential Functions:

- Conduct initial contract review and support drafting, review, and limited negotiation to meet company needs while minimizing liability. This includes vendor agreements across departments, confidentiality agreements, sponsorship agreements, and other required contracts. Under supervision, ensure business terms and statements of work align with legal terms and MMRF requirements.
- Manage contract reporting and key metrics to support the Legal Department.

- Assist with organizing legal documents, maintaining, and updating internal templates.
- Partner with internal stakeholders throughout the company to ensure compliance with the contract process.
- Support the Legal Department's workflow across internal teams, external stakeholders, and third-party partners.
- Collaborate with supervisor to ensure accurate, complete and timely processing of contracts, and identify efficiencies for the contracts function and process.
- Create purchase and change orders and process Legal Department vendor invoices through the accounts payable system.
- Provide training and guidance to new and existing employees on the Salesforce contract process and keep process materials current.
- Support the MMRF intellectual property portfolio, including trademarks, patents, and licensing agreements related to MMRF research grants.
- 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.
- Excellent communication and contract review skills.
- Highly proactive and self-motivated.
- Strong interpersonal skills with the ability to work cross-functionally at all levels of the organization.
- Expert organization and time management skills.
- Strong ability to work under pressure and manage multiple priorities.
- High-level technical and computer proficiency required.
- Strong Proficiency in Microsoft Office Suite (i.e., Word, Excel, PowerPoint, Teams) & Adobe Acrobat.
- 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, Inc. (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.