NATURE OF WORK

This position supports the contracts work of a major biomedical research non-profit, particularly assisting internal project managers and business owners with crafting and complying with their agreements. S/he will be part of a team that prepares, drafts, and/or reviews a high volume and broad range of agreements in a fast-paced environment. Candidates must have a demonstrated ability to quickly spot issues, triage and prioritize them, and provide guidance in a manner that inspires confidence. S/he must be effective at working with others and, if appropriate, delegating project work. S/he should have well-honed analytical, risk management, and organizational skills and maintain an entrepreneurial spirit with a sense of flexibility and good cheer.

S/he will report to the Associate General Counsel but will serve the contracting needs of colleagues across the Foundation.

KEY RESPONSIBILITIES

• Draft, review and negotiate the terms and conditions of a variety of contractual agreements, in particular, agreements commonly found in non-profit organizations (donor agreements, sponsorship agreements, events agreements), along with those needed to support biomedical research projects (confidentiality agreements, services agreements, grant agreements, research collaboration agreements, data sharing agreements, memoranda of understanding with the NIH, among others).

• Analyze and advise project managers/business owners of contractual terms and their implications; provide guidance on risks and alternatives for quick resolution of issues; identify and escalate issues to senior staff as appropriate.

• Manage the contract life cycle, including:

  • Partnering with colleagues to identify and develop a project’s overall structure to plan for and prioritize the full suite of agreements for the project
  • Facilitating the execution, delivery and processing of agreements
  • Filing and entering into the contracts database
  • Contributing to the efficient operations of the department by handling day-to-day administration of routine contract management tasks promptly and independently
• Serve as a trusted advisor to internal clients and colleagues by actively participating in cross-divisional meetings, providing timely and relevant guidance on matters of organizational risk and importance, producing clean and accurate legal documents, and maximizing opportunities to build relationships across the organization.

• Contribute to the development of the Grants and Contracts Department, including:
  
  • Providing guidance as appropriate and being a resource to fellow department members
  
  • Initiating and contributing to ongoing process improvements and developing templates/tools/checklists/protocols to enhance department effectiveness and customer service
  
  • If appropriate, delegating to and supervising the project work of fellow department members; supporting the development of other team members
  
  • Providing thought leadership with respect to contract formation, administration and technology; leading projects as appropriate to implement improvements
  
  • Perform additional duties as required.

QUALIFICATIONS

• A law degree and active law license in a U.S. state or territory is required.

• At least 4 years of professional experience in drafting and reviewing contracts, preferably several of those outlined under Key Responsibilities.

• Demonstrated ability to identify issues, analyze and prioritize legal, risk, and business factors, and explain them clearly to project managers and business owners. Ability to differentiate and triage critical risks and issues from less important ones. S/he must possess excellent writing, editing, analytical and oral communication skills, along with an ability to distill contracting concepts into understandable language.

• S/he must be a team player and contribute positively to the department’s and the Foundation’s dynamic. The position requires a high level of initiative, resourcefulness, resilience and adaptability to changing conditions. S/he must provide excellent customer service to colleagues at all levels of the organization and be responsive, efficient, and friendly with counterparties. Discretion and tact are
important.

• Ability to learn and articulate the Foundation’s policies as well as the contractual stances and terms proposed by counterparties.

• Proficiency with basic computer programs (e.g., Microsoft Office, including Excel and Power Point) is required.

• Keen interest in the mission of the NIH and the Foundation.

• Familiarity or understanding of one or more of the following, while not essential, would be useful:
  • Planned giving vehicles (wills, trusts, estate planning)
  • Raiser’s Edge
  • Contracts database software
  • Biomedical research agreements

TO APPLY

Please send an email to resumes@fnih.org with “ConT” in the subject line and include your cover letter, resume and salary requirements.