

Contracts Manager – Preclinical Legal Team

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The **Office of Technology Development (OTD)** is crucial in supporting MSK's research mission and ensuring that promising discoveries made in our laboratories are further developed and commercialized. We are seeking a dynamic leader to manage our growing Preclinical Research Contracts Team dedicated to enabling preclinical, nonclinical, and retrospective clinical research at MSK. Join us!

Reporting to the Lead Assistant General Counsel, as Contracts Manager, you will:

- Provide management and oversight for contracts from inception to completion, consistent with MSK legal, business, and finance principles, policies, procedures, and guidelines, maximizing MSK's interests in the negotiation process and ensuring continuity across agreements.
- Provide operational mentorship to the contract analysts and specialists to ensure and facilitate efficient and effective daily operations of the Preclinical Research Contracts Team.
- Act in a leadership role on the Preclinical Research Contracts Team, managing and/or participating in projects with department and institutional impact, generating team resources, and developing staff.
- Orient, train and evaluate staff performance.
- Independently review, draft, negotiate, and finalize contracts with nonprofit institutions, industry, government entities, and other external parties, as well as analyze and interpret contract terms and conditions, consulting MSK legal counsel as needed.
- Lead and assist with projects and administrative initiatives as assigned by the Lead Assistant General Counsel and Senior Vice President. Partner with departmental and divisional colleagues, MSK legal counsel and subject matter experts, faculty, and administrative and research management staff to plan and implement new department-wide, divisional, or institutional programmatic initiatives related to research contracting at MSK.

You Are:

- Experienced with the preparation and negotiation of research contracts (e.g., confidential disclosure agreements, material transfer agreements, data transfer agreements, collaborative research agreements, sponsored research agreements, service agreements, inter-institutional agreements, etc.) and able to apply this experience to advance the organization's goals.
- Passionate about continuous improvement, knowing the most effective and efficient processes to optimize workflow.
- Eager to foster talent and support people in meeting their career goals and the organization's goals.
- Comfortable working in a fast-paced environment notable for a high volume of contract requests.

You have:

- Juris Doctor, Doctor of Jurisprudence, Doctor of Law, or equivalent professional degree.
- Eight years of experience, including five years of experience performing similar duties, preferably drafting and negotiating specifically comparable agreements, and preferably two years of supervisory experience.
- Solid experience interacting with all levels of staff including research staff (e.g., principal investigators), administrators, and institutional leaders. The ability to develop, facilitate, and orchestrate effective communication with all members of MSK; responsible for writing, preparing, and educating staff on contracting procedures and processes.
- The ability to apply broad technical and professional knowledge, and significant job-related experience, to function as an internal consultant and assume managerial responsibility in a specialized functional unit of the organization.

This position is a **hybrid** role with at least two days on-site per week, consistent with the overall team.

Are you ready to learn more about our [Benefits?](#)

Pay Range: \$109,300.00-\$174,800.00/annually

Please [click](#) to learn more about MSK's compensation philosophy.