

## Job Description

<b>Job Title: Contracts Manager</b>	<b>Reports To (Title): Head of Legal</b>	<b>Date Created: 07/16/24</b>
<b>Department: G&amp;A/Legal</b>	<b>Job Type:</b> <input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>Contractor</b>	

**SUMMARY OF JOB (brief description):** Soleno Therapeutics, Inc., based in Redwood City, California, is a clinical-stage biopharmaceutical company developing novel therapeutics for the treatment of rare diseases. We are seeking a highly experienced and motivated individual to manage our contracting process. In this role, you will draft, review, and negotiate a wide variety of contracts while providing outstanding client service to our internal business partners and external parties. This exciting position will be a key member of our legal team, offering the opportunity to make a significant impact on our company and ultimately, on the patients we serve.

### RESPONSIBILITIES:

- Prepare, draft, negotiate, review, and support various agreements with commercial, clinical and medical affairs teams as well as the finance and legal departments to establish business relationships with vendors, customers and/or partners.
- Serve as an internal resource for questions relating to contract related matters and other matters as warranted.
- Coordinate requests from internal clients for various contracts and contract amendments with outside vendors and collaborators.
- Identifying issues that require attorney input and knowing when to escalate complex or high-risk matters to ensure compliance and mitigate potential legal risks.
- Manage Soleno's contracting process, including the inflow and outflow of contracts, tracking and reporting contract status for internal sponsors, and ensuring compliance with contract procedures, company policy, financial controls, government specifications and other requirements.
- Assess potential contract management systems and recommend solutions to streamline contract lifecycle processes, enhance compliance, and improve overall efficiency across the organization, with a future goal of implementation based on organizational needs and priorities.
- Partner with the in-house legal team to help create new and update existing templates, and develop and implement new policies and procedures to improve efficiency.
- Establish and foster strong collaborative relationships with internal and external partners and service providers. Be able to communicate professionally and succinctly with third parties.
- Provide education and training to internal clients.
- Support legal and compliance initiatives and projects.
- Assist with special projects, as needed.

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### QUALIFICATIONS:

- Bachelor's degree required.
- Minimum of 5-7 years of experience working in-house in the life sciences industry drafting (modifying templates) and negotiating agreements.
- Ability to understand, interpret and explain legal principles.
- High proficiency in Microsoft Office applications required. Experience with contract management software and implementation of such tools.
- Excellent organizational and time-management skills, with the ability to prioritize tasks and meet deadlines.
- Must be highly motivated and experienced in successfully handling multiple projects with often short deadlines and have the ability to work independently and prioritize responsibly with minimal supervision.
- Exceptional attention to detail and accuracy.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- High level of professionalism and confidentiality.
- Ability to work onsite in our Redwood City office 2-3 days per week.
- Can excel in a fast-paced, changing environment with limited structure that requires flexibility, resourcefulness, a sense of urgency, being efficient and remote communications.
- High-energy professional with demonstrated self-confidence, high integrity, and ability to maintain a high level of confidentiality and discretion in handling sensitive legal matters.
- Works collaboratively as a team player and has a track-record of achieving results in a matrix organization.

**Salary Range:** \$130K - \$150K (Actual salary at the time of hire may vary and may be above or below the range based on various factors, including, but not limited to, the candidate's relevant qualifications, skills, and experience, as well as the location where this position may be filled.)

Please submit resumes to Soleno Therapeutics, Inc. at [hr@solenolife.com](mailto:hr@solenolife.com).