

## Job Description

<b>Job Title: Head of Legal (Corporate Counsel/General Counsel)</b>	<b>Reports To (Title): CFO</b>	<b>Date Created: 06/15/24</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 Head of Legal, to lead Soleno's legal team. The ideal candidate will provide strategic legal guidance and support to our corporate functions, ensuring compliance with all regulatory requirements and managing a wide range of legal matters.

### RESPONSIBILITIES:

- Advise the Board of Directors and senior management on corporate governance matters, SEC reporting, and compliance with Sarbanes-Oxley Act.
- Oversee the preparation and filing of SEC reports, including 10-Ks, 10-Qs, and 8-Ks.
- Ensure compliance with NASDAQ or NYSE listing requirements.
- Manage annual shareholders meetings, including proxy statements and related documentation.
- Provide counsel on securities law compliance and related corporate finance matters.
- Lead legal aspects of public and private equity and debt offerings.
- Support M&A activities, including due diligence, negotiation, and integration.
- Collaborate with the R&D and business development teams to manage and protect the company's intellectual property portfolio.
- Negotiate and draft licensing, collaboration, and research agreements.
- Draft, review, and negotiate a variety of commercial contracts, including supply, distribution, and service agreements.
- Provide legal advice on marketing, sales, and other business operations.
- Support regulatory affairs and compliance, particularly with FDA regulations and other biotech-specific requirements.
- Provide counsel on clinical trials, product approvals, and post-market compliance.
- Advise on employment law matters, including employee agreements, benefits, and dispute resolution.
- Ensure compliance with employment regulations and company policies.
- Identify potential legal risks and develop strategies to mitigate them.
- Manage litigation and disputes, working with external counsel as necessary.

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- Partner with senior management to align legal strategies with corporate goals.
- Participate in strategic planning and business development initiatives.

### QUALIFICATIONS:

- Juris Doctor (JD) degree from an accredited law school.
- Admission to the bar in at least one state; admission to California bar preferred.
- Minimum of 10-15 years of experience as a corporate attorney, with both in house and external experience in the biotech/pharmaceutical industry.
- In-depth knowledge of SEC regulations, corporate governance, and securities law.
- Experience with intellectual property, licensing, and commercial transactions.
- Previous experience in a publicly traded company is highly desirable.
- Strong analytical and problem-solving skills.
- Ability to work effectively with cross-functional teams and manage multiple projects.
- Demonstrated leadership and management capabilities.
- High ethical standards and integrity.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work effectively in a fast-paced, dynamic environment.
- Ability to travel as needed.

**Salary Range:** \$280K - \$350K (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).