



Sr. Manager/Director, Contracts & Business Development

Job Description

As part of the Business Development team, you will be responsible for managing the contracting process from confirmation of the business need, negotiation of terms, drafting of contract language through to contract signature. Your previous experience includes leveraging external counsel to ensure appropriate legal guidance for specialized issues or to address times of high demand for contracts. You will facilitate the company's transition from a manual process and docket system to building, scaling, optimizing our contracting processes. This role will also include partnering with the BD team on potential partnership and licensing deals.

You will have the opportunity to select and optimize Bolt's contract management system and will be responsible to ensure on-going operation and maintenance. You'll manage and update the contracting processes, leverage the company's template language and review all proposed contracts to ensure suitable for Bolt's business needs. You will work with internal stakeholders to support project resourcing and timeline planning and drive the internal contract review process.

Qualifications

Substantial experience negotiating and drafting contracts and agreements at life sciences companies required. Contracting and drafting of MTAs, licenses, R&D services agreements, clinical trial agreements in the life sciences environment. Prior business development or project/program management experience a potential plus. You are a self-starter able to proactively drive initiatives to completion. You have the ability to communicate clearly and to effectively resolve process challenges and bottlenecks. You are a collaborative problem solver who works with teams to optimize processes and outcomes. You have a basic understanding of clinical trials and the regulatory environment. In addition, you bring a JD with >2 years related work experience or 7+ years as a paralegal.