



**Job #: 03-215**

**Job Title: Contracts Manager**

**Location: Waltham, MA**

**Role Summary:**

Deciphera Pharmaceuticals is a clinical-stage biopharmaceutical company focused on improving the lives of cancer patients. We have used our proprietary drug discovery platform to develop a diverse pipeline of drug candidates designed to improve outcomes for patients with cancer by enhancing the quality, rate and/or durability of their responses to treatment. We currently retain global development and commercialization rights to our drug candidates, including three programs in clinical development. Deciphera (NASDAQ: DCPH) is a publicly traded company headquartered just outside Boston in Waltham, Massachusetts. Our state-of-the-art research facility is located near the University of Kansas School of Pharmacy in Lawrence, Kansas.

We offer an outstanding culture and opportunity for personal and professional growth based on these key principles:

- providing a collaborative, energized and fun work environment where people are empowered and supported in the achievement of their career goals
- a diverse and multi-disciplinary workforce
- dedicated and talented people who are passionate about achieving excellence in all they do
- a work environment that allows you to balance your priorities
- above all else, a commitment to the patients we serve

**Position Summary:**

We are seeking a contracts professional to join our growing legal team. This person will manage contracts and serve as a business partner for various departments. Under the supervision of the Associate General Counsel, this individual will work with the business to identify and mitigate legal risk and manage a variety of contracts. This is an exciting opportunity to both build and manage the contracting needs of a growing biotech company.

This position will report to the **Associate General Counsel** and be located in the Waltham, MA office.

**Key Responsibilities:**

- Evaluate and effectively manage business timelines and goals to ensure quality legal support.
- Collaborate with business functions, including finance, regulatory, supply chain and program management to manage various legal initiatives, contracts, and other projects through completion.
- Responsible for building, managing and implementing the contract process from beginning to end, including communicating and corresponding with internal clients, vendors and other stakeholders, drafting contract language, negotiating with external parties, and ensuring proper tracking, execution and filing of contracts.
- Draft, review, and negotiate a wide variety of agreements, including confidential disclosure agreements, clinical trial agreements, master services agreements, consulting agreements, quality agreements, and work orders.
- Correspond, communicate, and build relationships with internal clients, CROs and vendors.
- Identify and address legal and compliance risks and find solutions to mitigate these risks.
- Assist with the selection and implementation of contracts management database.

**Required Qualifications:**

- Bachelor's degree required.
- Excellent execution and follow through skills.
- Experience drafting and negotiating legal language in transactional agreements, some experience with master service agreements and/or consulting agreements preferred.
- Demonstrated expertise in either managing clinical trial agreements or supporting clinical operations functions and clinical study-related issues.
- Experience in a commercial organization strongly preferred.
- Minimum 8 years' experience working with contracts.
- Outstanding attention to detail and ability to identify business and legal issues.
- Excellent analytical, organizational, and project management skills.
- Manage special projects and performing other duties as assigned by attorneys.
- Perform all other related duties as assigned.

Deciphera offers competitive compensation, including equity-based compensation, and a comprehensive benefits package that includes medical, dental, vision, 401(k) retirement plan, life insurance and a flexible spending account for either health care and/or dependent care.