



## **Corporate Counsel, Contracts**

### **Company overview**

NextCure is a growing clinical-stage biopharmaceutical company located in Beltsville focused on discovering and developing first-in-class immunomedicines for the treatment of cancer and other diseases. NextCure is committed to professional development in the context of learning, managing, and developing its employees. We create a unique environment for our employees, providing exposure to various facets of our operations cultivating career growth and development. We are excited about the ongoing work at NextCure and invite you to come join us in the culture and build your career in an environment that nurtures professional growth and development.

### **Role Summary**

We are seeking a highly motivated, self-starter, and versatile Corporate Counsel to provide general contracts advice across all functions. The primary responsibilities will be drafting and negotiating a wide variety of contracts and managing the workflow of the contracting process. This position will report to the Senior Director of Legal Affairs. We are seeking a dynamic and collaborative life sciences attorney who wants to contribute to the growth of a thriving, fast-paced biotech.

### **Responsibilities**

- Draft, review, and revise contracts and other transactional agreements such as supply and manufacturing agreements, services agreements, consulting agreements, sponsor research agreements, clinical trial agreements, data privacy agreements, collaborations, material transfer agreements, nondisclosure agreements, and other business documents
- Advise the business on contract interpretation, terms, issues, risks and negotiating strategies
- Triage unusual contract requests and appropriately escalate to your manager
- Protect confidential and privileged information
- Protect company IP and other assets
- Give accurate and timely counsel to the different internal business units and executives in a variety of legal topics (business law, contracts law, corporate compliance, privacy laws, etc.)
- Assist in improving and maintaining contract workflows, document management databases, and document retention procedures for contracts and other company records
- Keep proper track of the negotiations in the contract management and repository systems
- Assist in the signature process, uploading, filing and maintenance of updated records in both systems



- Draft Memorandums, e-mails, letters, and other documents to ensure clarification on legal language or specifications
- Maintain current knowledge of changes in business law, contracts legislation and other regulations
- Ensure documents and contracts meet high levels of quality and accuracy
- Other duties as assigned

### **Required education and experience**

- J.D. from an ABA accredited law school and must be admitted to practice law in at least one US jurisdiction
- 3-5+ years of experience negotiating and drafting and reviewing agreements (large law firm or in-house legal department), preferably with experience in a technical corporate environment, such as a biotechnology company, pharmaceutical company, life sciences firm, healthcare, or laboratory environment
- Current knowledge of laws and regulations related to bio/pharmaceutical research, development, and commercialization
- Demonstrated experience in contracting processes, lifecycle, and administration
- Good understanding of corporate law and strong sense of business

### **Qualifications**

- A flexible and adaptive self-starter with motivation and ability to take initiative
- Ability to tactfully but successfully engage colleagues to embrace contracting process
- Exceptional written and verbal communication skills and be able to multi-task
- Ability to prioritize and manage multiple tight deadlines in a fast-paced business environment
- Excellent interpersonal skills and strong attention to detail
- Ability to work well in cross-functional teams, matrix environment
- Creative, thoughtful and practical problem-solving skills
- Must have high integrity, ability to assess risk, make decisions and think strategically while applying knowledge of applicable legal issues
- Ability to provide practical, timely, and risk-appropriate legal counsel to a wide variety of internal clients
- Proficient in computer PC skills, including but not limited to MS Office

NextCure is an Equal Opportunity Employer and offers a competitive salary and benefits package in a scientifically engaged team work environment.



Qualified candidates should email their resume to [info@nextcure.com](mailto:info@nextcure.com).