MIT JOB DESCRIPTION – Senior Strategic Transactions Officer

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<th>Job Title: Senior Strategic Transactions Officer - MTA – NDA - DUA</th>
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<td>Reports to: Director, Strategic Transactions, and Counsel, Office of the General Counsel</td>
<td>% Effort or Wkly Hrs: 100%</td>
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<td>Department: Office of Strategic Alliances and Technology Transfer</td>
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<td>Date: September 2019</td>
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**Position Overview:**

The Office of Strategic Alliances and Technology Transfer at the Massachusetts Institute of Technology (MIT OSATT) plays a key role in a team-based approach to faculty-centric development and execution of high-volume and specialized research and licensing related agreements, including material transfer agreements (MTAs), data use agreements (DUAs) and non-disclosure agreements (NDAs).

Reporting to Director, Strategic Transactions, OSATT, the Senior Strategic Transactions Officer - MTA – NDA – DUA will oversee and manage fast-paced, high-volume division within the Strategic Transactions Team handling all MTAs, DUAs and NDAs, and provide supervision, support and guidance to Strategic Transactions Officers and others within the Strategic Transactions Team in drafting, reviewing and negotiating these agreements.

**Principal Duties and Responsibilities (Essential Functions**):**

Responsibilities include:

1. Partner and work closely and collaboratively with Catalysts, faculty, DLC staff and Alliance Managers in drafting, reviewing and responding to requests from/for third parties in connection with MTAs, DUAs and NDAs.
2. Work closely with other Strategic Transactions Officers to coordinate terms in MTAs, NDAs, and/or DUAs with those in related sponsored research agreements and collaborations, license agreements and other existing agreements with MIT.
3. Perform due diligence on MIT materials and data provided to third parties to confirm MIT’s ownership and/or right to transfer such materials or data.
4. Ensure that all MTAs, NDAs, and DUAs are in compliance with MIT policies and compliance requirements, as well as applicable state, federal and international laws and regulations, in consultation with the Chief Research Compliance Officer and the Office of the General Counsel, as necessary.
5. Work closely with Director to participate in strategic planning for the MTA-DUA-NDA team, including improvements to tracking and reporting systems.
6. Participate in developing STO and MTA-DUA-NDA team strategies, processes and procedures to ensure effective, efficient and timely completion of negotiations and execution of agreements.

7. Serve as a subject matter expert on MTAs, DUAs and NDAs, and provide support and guidance to other STOs in interpreting and harmonizing agreement terms with related research and license agreements.

8. Maintain knowledge of current trends and developments in the field by attending professional development training, workshops, seminars and conferences and by reading professional literature in the related technical field.

9. Periodically meet with members of the Office of the General Counsel for exchange of information regarding relevant laws/regulations that affect MTAs, DUAs and NDAs.

**Supervision Received:**
Director, Strategic Transactions, OSATT

**Supervision Exercised:**
MTA, NDA and DUA staff

**Qualifications & Skills:**

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

**Basic Requirements**

1. Bachelor’s degree and JD required with at least 10 years of relevant experience drafting highly complex research or commercial agreements.
2. Demonstrated experience in the management and/or negotiation of MTAs, DUAs and NDAs. Must possess superior communication, drafting, and negotiation skills.
3. Proven ability to grasp complex legal and business issues.
4. Experience with managing projects with multiple constituencies independently and participating in strategic planning.
5. Excellent collaboration skills with a strong customer focused approach. Proven ability to work effectively in support of business development and/or research administration and technology transfer professionals.

**PREFERRED EDUCATION AND EXPERIENCE:**

Supervisory experience strongly preferred.

1. High level of creativity, energy, integrity, thoughtful judgment and problem solving, decision-making, and teamwork.
2. Demonstrated maturity and sensitivity to the needs of multiple constituencies in a complex academic environment.
3. Knowledge of academic research principles and research integrity policy (Conflict of Interest, IRB, IACUC, etc.) a plus.
4. Knowledge of intellectual property law (copyright, patent) a plus.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.**