

Stealth BioTherapeutics is an innovative biopharmaceutical company committed to bringing patients mitochondrial targeted therapies to treat both common and rare diseases. Driven by a desire to help patients with unmet treatment needs, our team collaborates with well-recognized institutions, physicians and scientists to develop the next generation of therapies focusing on mitochondrial dysfunction in many diseases.

Position Title: Contracts Attorney

Position Summary:

In this newly created position reporting to our Corporate Counsel, the Contracts Attorney works collaboratively with internal customers across the company to provide legal support for matters relating to contracts, and corporate governance. This role will focus on drafting, reviewing, negotiating, and managing a broad range of commercial, research, and operational agreements in support of Stealth's growing business.

Key Responsibilities:

- Serve as a primary legal contact for internal customers regarding contract-related questions and contracting processes.
- Draft, review, and negotiate a variety of agreements, including master services agreements, sponsored research agreements, confidential disclosure agreements, consulting agreements, and other commercial and operational contracts.
- Provide legal analysis and risk assessment related to contractual terms, escalating issues as appropriate within the legal department.
- Review and research prior contracting relationships with vendors, partners, and counterparties.
- Manage contracts from initial request through execution
- Maintain and update the contract management system and ensure accurate recordkeeping.
- Support company-wide compliance with contracting policies and internal controls.
- Correspond with outside counsel as needed.
- Assist with maintaining and updating the company's confidential data room.
- Assist with special legal projects and administrative support, as needed.

Competencies:

- Strong written and verbal communication skills with the ability to explain legal concepts to non-legal audiences.
- Ability to work collaboratively and cross-functionally with scientific, technical, medical, and operational teams.
- Demonstrated ability to manage multiple matters simultaneously and prioritize effectively.
- Sound judgment, attention to detail, and strong organizational skills.

- Self-starter with a proactive, solutions-oriented mindset.
- Comfort working in a fast-paced, growth-stage environment.

Requirements:

- JD from an accredited law school. Admission to practice law in at least one U.S. jurisdiction.
- 1-3 years of relevant legal experience, preferably with a law firm or in-house legal department.
- Experience drafting, reviewing, and negotiating commercial or research-related contracts strongly preferred.
- Prior experience in the life sciences, biotechnology, pharmaceutical, or healthcare industry is a plus.