



Virscio is a translational research and development company devoted to providing predictive preclinical research models and services to accelerate therapeutic candidate evaluation and reduce the risk of clinical failure. Virscio engages with leading pharmaceutical, biotechnology and academic sponsors and collaborators to design and execute a wide range of translational studies and research programs across multiple therapeutic areas. Our goal is to provide the most robust possible preclinical understanding of the efficacy and safety of novel therapies, medical devices and delivery technologies. Virscio is committed to achieving meaningful advances in human health through scientific innovation and efficiency, and humane and judicious application of preclinical test systems. Our team and work environment have been assembled and developed to achieve these goals, while maintaining utmost respect for animal welfare, our employees and the continued success of our clients and collaborators.

**Position:** Proposal and Contracts Manager

**Location:** New Haven, Connecticut or Possibly Remote

### **Job Description**

Virscio is seeking an experienced, entrepreneurially minded Proposal and Contacts Manager to provide effective leadership over key commercial operations functions in support of a growing pipeline of domestic and international contracts and grants. The candidate must have a strategic growth mind-set and be proactive and passionate about the management, execution, and streamlining client engagement process, request for proposal (RFP) process and downstream contract administration. This role will work closely with Study Directors and Business Development to ensure execution on all business and financial objectives while enabling high value client engagements. Primary responsibilities will include:

### **Commercial Operations Support**

- Manage and maintain in-bound service request leads and opportunities via multiple routes (website, email, etc.), logging them accurately in the Customer Relationship Management (CRM) system to enable cross functional needs.
- Identify and engage internal Subject Matter Expert (SME) team members required to engage client and advance Request for Proposal (RFP) process.
- Facilitate and participate in client calls related to Requests for Proposals, budget discussions, Requests for Information, etc., distilling and distributing key action items as appropriate.
- Distribute and facilitate initial review of draft engagement agreements to prospective clients for external review, including but not limited to Confidential Disclosure Agreements (CDA), Master Service Agreements (MSA), Individual Project Agreements (IPAs), and other legal documents.
- Define and manage agreement on external and internal timelines and deliverables based on initial client engagement discussions/contract stipulations, and follow-up to ensure adherence.

### **Project Resource Modeling and Budget Generation**

- Review protocols and resource plans, ensuring alignment of client needs, scope, and integrity of resource model inputs and outputs.
- Contact clients, as needed, to discuss timelines, questions, expectations, and deliverables, prioritizing understanding client needs and how Virscio models and services can be best positioned to help the client achieve their R&D objectives.
- Generate and submit draft project budgets for internal review, assuring accuracy, consistency and competitiveness of budgets and adherence to key resource allocation metrics, including first-run strategic outputs to guide the negotiation process.

- Ensure accurate mapping to client scope and budget specification, and as appropriate, lead efforts to refine project scope to optimize resource requirements and budgets to align with client budget.
- Recommend proposal and contracting strategy, resourcing and 3<sup>rd</sup> party agreement support requirements, as needed, based on experience
- Identify and facilitate pricing discussions with appropriately identified key decision makers
- Provide quality internal and client deliverables to streamline review and decision making
- Lead / participate in proposal defense meetings with clients
- Other tasks as defined and necessary to execute and streamline commercial operations

### **Proposal Development and Contract Management and Administration**

- Draft high-quality proposals that clearly articulate the project scope, budget, and other contracting and engagement terms that help mitigate financial risk and streamline client engagement
- Assure accuracy and appropriateness of text and attachments and submit for internal review and approval in advance of external distribution
- Ensure information relating to proposals are processed into and maintained in CRM (Salesforce) and Project Management (Wrike) databases
- Generate project-specific engagement agreements from approved legal templates
- Distribute and administer engagement agreements and proposals through DocuSign
- Ensure executed agreements, engagement details and financial metrics are processed and maintained in relevant CRM and Project Management databases
- Participate in the development, optimization, and testing of modeling tools and processes
- Engage with Finance to ensure contract terms and conditions are accurately recorded and actioned

### **Education/Experience Requirements**

- Bachelor's degree, with emphasis in life sciences, accounting, business administration, and/or finance, or related field
- Professional financial certification such as CPA, CMA, or MBA preferred
- 3+ years of proposal management experience with previous experience in proposal development in a preclinical or clinical CRO environment and/or large academic institution

### **Additional Requirements**

- Ability to effectively communicate to advance diverse scientific and business objectives
- Negotiation skills
- Fluent in English with excellent oral and written communication skills
- Highly organized with excellent numeracy, analytical and problem-solving skills
- Ability to seamlessly manage multiple internal communication channels
- Comprehensive knowledge of relevant software (Windows, MS Office, Adobe Acrobat, GSuite)
- Applicants with experience using Salesforce CRM and Wrike Program Management platforms or other notable financial/business analytics platforms are strongly desired

### **To Apply**

Send a resume and cover letter describing why you would be a good fit for this position and estimated salary requirements to [jobs@virscio.com](mailto:jobs@virscio.com)

Virscio offers competitive compensation commensurate with experience, with benefits

Virscio, Inc. is an equal opportunity employer and prohibits unlawful discrimination based on sex, race, color, religion, sexual orientation, gender identity/expression, national origin/ancestry, age, disability,

marital and veteran status, or other protected category under the law.