



Paralegal/Manager, Legal Operations

About Us: At Nightstar, our mission is to maintain and restore sight in patients with inherited retinal diseases. We are a clinical-stage company focused on developing and commercializing a pipeline of novel and potentially curative, one-time retinal gene therapies for patients suffering from rare inherited retinal diseases that would otherwise progress to blindness, and, for which, there are no currently approved treatments.

Job Purpose: We are seeking a Paralegal/Manager of Legal Operations for the Company's Lexington, MA office. This is an excellent opportunity for someone with strong organizational skills and the ability to work on a variety of tasks and projects simultaneously with minimal supervision. In addition, the successful candidate must have good judgment, work well under pressure, and be detailed oriented.

Job Responsibilities:

- Assisting with corporate governance and SEC-related matters
- Drafting and implementing various legal, compliance and corporate policies including those related to department management, contracting and procurement and life sciences compliance
- Training of employees on company policies and monitoring/auditing compliance with company policies
- Helping with the maintenance of the various affiliate entities of the company
- Building and improving legal, compliance and corporate operational procedures to provide operational excellence in all areas but in a manner befitting a dynamic and growing organization. This operational aspect of the job will encompass:
 - Compliance policies and processes that allow the company to take a risk-based approach while keeping operations efficient
 - Overseeing the contracting process, in conjunction with the overall procurement process, to ensure that process provides adequate controls while being efficient
 - Evaluating systems (e.g. contract management system, e-billing system, etc.) that may enhance efficiencies in operations and compliance at the same time
 - Develop efficient processes for the management of budgets for the areas governed by the General Counsel (e.g. Legal, Compliance, IP, HR) and the review/approval of invoices
- Assisting with the drafting of template contracts including confidentiality agreements, vendor service agreements, consulting agreements and clinical trial agreements
- Collaborating with business functions on a variety of legal compliance and HR matters
- Working with Legal attorneys, Compliance and other business functions to ensure that templates, policies and procedures are in compliance with legal requirements and best practices
- Assisting with the management of the company's equity award plan
- Work on other projects as needed in the areas overseen by the General Counsel

Critical Competencies:

- A minimum of 5 years' in-house experience preferably in the biotech/pharma industry



- Legal operations experience including in building and improving department and corporate processes and operations, developing system requirements, overseeing contract management processes and assisting human resources processes
- Strong contract drafting, negotiating and analytical skills, including management of contract template processes, as well as systematic reviews of templates and playbooks, and incorporation of best contracting practices and provisions
- Knowledge of corporate governance and SEC-related requirements and processes
- Exceptional writing skills, including the ability to write business correspondence
- Proficient in MS Office applications (Outlook, Word, Excel, PowerPoint)

Behavioral and Interpersonal:

- Exceptional attention to detail and excellent organizational skills with a desire to roll up one's sleeves
- Excellent oral and written communication skills
- Ability to thrive in a dynamic and fast-paced environment
- Ability to prioritize duties and manage multiple matters from start to finish with minimal supervision with a demonstrated ability to lead change and make independent decisions
- Ability to effectively and positively work with executive-level management
- Ability to handle highly confidential and sensitive materials and information with complete discretion and having good judgment in working with clients, and occasionally under ambiguous or challenging circumstances
- A dynamic self-starter with a positive attitude and strong influencing skills

Education Requirements:

- Bachelor's degree or certificate from a recognized paralegal training program is required.