

Position:

Senior Manager/ Associate Director, Contracts Management

About the Company:

Dren Bio is a privately held, clinical-stage biopharmaceutical company pioneering the discovery and development of first-in-class antibody therapeutics for the treatment of cancer, autoimmune disorders, and other serious diseases. Leveraging our wholly owned technologies, we have built a robust R&D pipeline, including two clinical-stage candidates currently being evaluated across multiple ongoing clinical studies. Our lead clinical candidate, DR-01, is designed to induce antibody-mediated killing of a specific cell type implicated in a range of oncology and autoimmune indications. In addition, we have launched multiple programs from our proprietary Targeted Myeloid Engager and Phagocytosis Platform, a multispecific antibody-based technology engineered to selectively engage a novel phagocytic receptor expressed on myeloid cells (antigen presenting cells) for the targeted depletion of pathologic cells and other disease-causing agents. Data generated using the platform support its broad therapeutic potential, including initial programs focused on oncology, immunology, and neurology. Importantly, multispecific antibodies generated from the platform are specially designed to activate phagocytic mechanisms only in the presence of disease targets, potentially offering a superior safety profile compared to other immunomodulatory therapies. For more information, please visit our website at www.drenbio.com.

Function:

Business Development

Level:

Senior Manager/ Associate Director

Location:

San Carlos, CA. This position is based on site. We value in-person collaboration but also support flexibility, and hybrid schedules (minimum three days per week in the office) may be considered.

Reporting Manager:

Head of IP and Corporate & Business Compliance

About the Opportunity:

Dren Bio is seeking a seasoned and results-oriented **Senior Manager / Associate Director, Contracts Management** to join our team. This individual will play a central role in negotiating and managing the company's contracts, ensuring efficiency, compliance, and consistency across a wide range of business agreements. Reporting to the Executive Director, Head of IP and Corporate & Business Compliance, the individual in this role will partner with stakeholders across the company to shape best practices and scale contracting processes as the company grows. Title, compensation and scope of duties will be tailored to the successful candidate's experience.

Role and Responsibilities:

- Independently manage the full lifecycle of contracts, including drafting, reviewing, negotiating, coordinating execution, and amendments of a broad variety of agreements (non-clinical), including NDAs, MTAs, MSAs and associated SOWs, in-licenses, consulting, and vendor agreements.

- Serve as the go-to expert for contract matters, ensuring consistency with company policies and objectives.
- Identify, implement, and administer the company's contracts software, including selection of a software/platform, design of workflows, creation of templates, and ongoing reporting.
- Continuously refine contracting practices to streamline turnaround times, mitigate risks, and ensure scalability.
- Partner with cross-functional teams including Legal and Finance to align on contract practices and approval workflows.
- Track and report on key contract metrics to support business needs and audit readiness.
- Develop, maintain, and improve standardized contract playbooks to guide negotiations and ensure consistency across agreements.
- Apply strong knowledge of contract law, privacy, compliance (e.g., anti-kickback, data protection), and pharma/biotech regulatory considerations to ensure agreements meet legal and industry standards.

Education, Experience and Qualification Requirements:

- Bachelor's degree required; advanced degree (e.g. master's degree or JD) preferred.
- 7–10+ years of contract management experience with increasing responsibility, and at least 2 years in biotech/pharma, with 5+ years being preferred.

Core Competencies, Knowledge and Skill Requirements:

Required

- Expertise with contracts management software (CLM platforms a plus), including configuration, optimization, and reporting.
- Strong foundation in contract law, compliance, and pharma/biotech regulations.
- Excellent communication and negotiation skills.
- Demonstrated ability to lead contract-focused initiatives and drive meaningful process improvements.
- Proven track record in implementing new systems, managing large-scale process rollouts, or standardizing contract templates across the organization.
- Proactive self-starter with the ability to drive results independently while collaborating effectively with key stakeholders, including R&D and Business Development.
- Skilled at leveraging data and analytics to shape recommendations and drive informed decision-making.

Preferred

- 5+ years of experience working in biotech/pharma/ companies.
- Familiarity with intellectual property and licensing agreements in a biotech/pharma context.
- Experience collaborating with external counsel and CROs/vendors.
- Certification from NCMA (e.g., CPCM – Certified Professional Contracts Manager), IACCM, or similar.
- Exposure to equity, financing, or M&A-related contracts in life sciences.

Salaries, Benefits and Other Employee Perks:

Dren Bio strongly believes in investing in, and rewarding its employees. This philosophy is embodied in the Company's total rewards program, which includes competitive cash compensation, equity incentive awards, and employer-sponsored benefits. The base pay range for this position at commencement of employment is expected to be between \$147,000 - \$187,000 per year. At Dren Bio, pay ranges are determined by role, level and location. The range displayed in this job posting reflects the minimum and maximum new hire pay for candidates located across all U.S. job markets. Within the range, individual pay will be determined by work location and additional factors, including job-related skills, experience, and relevant education or training. During the hiring process, Dren Bio's Human Resources team can share more about the specific pay range based on the candidate's market location.

Employment Practices:

Dren Bio is an equal opportunity employer. Employment decisions are based on merit and business needs. Dren Bio does not discriminate against any job applicant on the basis of race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, gender identity, medical condition, pregnancy, marital status, veteran status, or any other characteristic protected by federal, state, or local law.

Interested Applicants:

Please send resume and cover letter to careers@drenbio.com.