

VP of Legal Affairs

SUMMARY:

Icosavax, Inc. is a start-up biotechnology company focused on developing potential “best-in-class” vaccines for respiratory diseases in older adults using a protein-based virus-like particle (VLP) vaccine platform. This VLP technology allows for stable, multivalent display of immunogens, driving a more robust immune response, and therefore should yield improved efficacy compared with conventional approaches. Icosavax has an experienced management team and has raised \$65M to date. Icosavax has two vaccine candidates expected to move into clinical studies in 2021 including a respiratory syncytial virus (RSV) vaccine and a SARS-CoV-2 vaccine. In addition, Icosavax is rapidly developing a broad pipeline of other vaccine candidates using the VLP platform technology.

Icosavax seeks to hire a VP of Legal Affairs to manage all legal business matters pertaining to Icosavax. Based in Seattle, WA, this role will interact closely with senior management, and partner with teams across the organization.

The successful candidate will be highly self-motivated, productive, and comfortable working on several diverse legal activities simultaneously. They will leverage their own skills as well as external legal support to ensure a cost- and time-effective approach to legal affairs corporate-wide. They will have strong written and verbal communication skills. This position requires someone who can roll up their sleeves and assist where needed, working within a lean operations team and partnering with employees at all levels of the organization.

RESPONSIBILITIES

- Provide oversight and leadership for all legal needs of the business.
- Develop plan for managing all legal matters, including activities to be performed in-house or through third-party providers, to efficiently manage the company’s legal activities and minimize risk for the business
- Manage and direct general corporate matters, including corporate organization, securities compliance and reporting, general transaction support, regulatory matters, risk management, and financing activities
- Review, analyze, structure, and negotiate (leveraging external legal support where most efficient) key contracts, including Research Agreements, Material Transfer Agreements, Master Service Agreements, License Agreements, Supply Agreements, or other partnership or collaboration agreements.
 - Implement and manage contract management system to handle organization and maintenance of all company contracts.
 - Implement best practices and ensure agreements adhere to current law for company’s standard templates and draft new templates as needed
 - Interpret key contractual provisions in light of the Company’s business objectives and business operations considerations, as well as legal or regulatory



requirements, and advise internal stakeholders on the implications of such provisions.

- Work alongside external IP counsel to build and maintain the Icosavax patent portfolio
- Coordinate Board of Director meetings and act as the corporate secretary preparing meeting minutes and maintaining appropriate corporate records
- Provide additional legal support on other matters and assume other responsibilities, as needed

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

- J.D. degree from an accredited law school required, qualified for in-house practice in Washington, or willingness to become qualified
- 8+ years of corporate legal experience in the biotechnology and / or pharmaceutical industries, either at a law firm with a nationally-recognized FDA / Life Sciences practice or in a pharmaceutical or biotechnology company's law department
- Experience in SEC reporting
- Prior in-house legal experience at post-IPO start-up biopharma organization is strongly preferred
- Experience in contract drafting and review in the life sciences field in a law firm and / or corporate legal department.
- Management experience, either managing internal staff or external legal support
- Strong drafting and communication skills
- General understanding of the concepts, terminology, and interdependencies that are important in the research based pharmaceutical industry, including with respect to intellectual property rights.
- Ability to manage and prioritize multiple matters simultaneously; ability to leverage external resources to maintain cost-effective efficiency

PHYSICAL DEMANDS:

- Manual dexterity required to operate office equipment (i.e. computers, phones, etc.).
-

Location for this role is at the Icosavax headquarters in Seattle, Washington, USA.

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