

**Associate Director, Corporate Counsel**

SUMMARY: Icosavax, Inc. (NASDAQ: ICVX) is a publicly traded biopharmaceutical company leveraging its innovative VLP platform technology to develop vaccines against infectious diseases, with an initial focus on life-threatening respiratory diseases. Icosavax's VLP platform technology is designed to enable multivalent, particle-based display of complex viral antigens, which it believes will induce broad, robust, and durable protection against the specific viruses targeted. Icosavax's pipeline includes vaccine candidates targeting respiratory syncytial virus (RSV), human metapneumovirus (hMPV), and severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Based in Seattle, Icosavax was formed in 2017 to advance the breakthrough VLP technology from the Institute for Protein Design at the University of Washington with the goal to discover, develop, and commercialize vaccines against infectious diseases.

Icosavax seeks to hire an Associate Director, Corporate Counsel to join our rapidly growing team. The Associate Director, Corporate Counsel will work closely with partners across the company, advising on a wide range of contract, corporate and policy matters. Reporting directly into the General Counsel, this is a high-growth position in a small legal department with significant exposure to all levels of a growing startup.

JOB DUTIES:

- Lead the drafting, review, interpretation, negotiation, and execution of contracts with third parties to support the company's business needs, including confidentiality, services, consulting, clinical trial, manufacturing and material transfer agreements, among others.
- Independently provide strategic legal and business advice and effective solutions to support various functional areas, including research, clinical, manufacturing, global project management, finance, and operations.
- Oversee company's contracting workflow and contracts management system, including creating, revising, and updating company's contract templates, clause library, and contracts workstream, as needed.
- Support the continuous improvement of contract templates and legal processes.
- Coordinate with members of the Finance team to ensure compliance with internal approval procedures and SOX controls.
- Stay current with evolving legal guidance and partner with key stakeholders to develop, implement, and maintain company policies.
- Develop training materials and provide internal all employee trainings.
- Manage outside counsel.
- Assist with additional corporate, policy and compliance matters.



Icosavax Job Description

EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:

Education:

- Juris Doctorate (J.D.) degree from an ABA accredited law school and admitted to practice in at least one state (admission to Washington preferred).

Experience, Knowledge and Skills:

- 4+ years practicing as a licensed attorney handling general corporate, contracts, corporate governance, and transactional matters in a relevant law firm or in-house setting, preferably at least 3 years of which has been with a law firm.
- In-house experience preferably at a pharma/biotech company.
- Experiencing drafting and negotiating contracts.
- Strong written and verbal communication skills, including the ability to explain legal principles and opinions succinctly and clearly to business partners at all levels.
- Ability to work independently and proactively with minimal direction.
- Excellent judgment, pragmatism, and negotiation skills.
- Strong organizational skills and ability to handle multiple, competing priorities within a fast-paced environment and within compressed timelines.
- Flexible team player with ability to thrive in a dynamic, high growth environment; adaptable and enjoys a challenge.
- Strong interpersonal and presentation skills, with the ability to build strong relationships and communicate effectively with others at all levels of the organization.

PHYSICAL DEMANDS:

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

- Washington state bar membership preferred
- Location: Seattle, WA preferred
- Must be eligible to work in the USA
- To reduce the presence and severity of COVID-19 cases in the workplace and in our communities, Icosavax requires all newly hired employees to be fully vaccinated against COVID-19 before commencing employment, subject to reasonable accommodation and other requirements of applicable federal, state and local law.

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