

Contracts & Proposals Lead

iVigee is a global pharmacovigilance technology and services company, combining deep regulatory expertise with AI-enabled tools (such as iViReg, iViTracker, iViSight) to support clients' drug safety life cycles.

We deliver global PV coverage, regulatory intelligence, safety database implementation, audits, and consulting.

As we scale, we are seeking a driven and experienced professional to lead the development, negotiation, and delivery of contracts and proposals in this complex regulatory / services environment.

Location: UK / Remote / Hybrid / USA / Czech Republic

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Purpose of the job position

The **Contracts & Proposals Lead** will be responsible for overseeing the full end-to-end lifecycle of commercial proposals, RFP responses, master services agreements, subcontractor agreements, amendments, and other legal/commercial documents. This role will work closely with Business Development, Legal, Operations, Finance, and delivery teams to produce high-quality, compliant, and competitive proposals and contracts that drive growth with proper governance and risk mitigation.

This is a strategic role combining commercial, legal, and project management skills, and will be critical in scaling iVigee's operations globally.

MAJOR TASKS AND RESPONSIBILITIES:

Proposals & Business Development Support

- Lead and manage the RFP / RFQ / tender / bid response process, from kickoff through submission, ensuring compliance with customer requirements and internal standards.
- Coordinate cross-functional teams (e.g. subject matter experts in pharmacovigilance, regulatory, technology, operations, finance) to gather inputs, ensure accuracy, and meet deadlines.
- Develop proposal templates, playbooks, pricing models, and best practices to standardize and optimize proposal efforts.
- Conduct win/loss analyses and post-proposal reviews to continuously improve quality, competitiveness, and effectiveness.
- Provide commercial and contractual insight during pre-bid discussions with prospective clients.

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Contracting & Negotiation

- Draft, review, negotiate, and finalize commercial contracts (e.g. Master Service Agreements, Statements of Work, Subcontractor Agreements, Amendments, NDAs, Licensing agreements).
- Ensure compliance with internal policies, risk tolerances, and applicable regulatory/pharmaceutical industry standards (e.g. data privacy, liability, indemnities, audit rights).
- Collaborate with internal Legal (or external counsel) as appropriate to manage escalations, complex legal risks, and approval workflows.
- Maintain version control, contractual templates, and a centralized repository of executed contracts.
- Track contract performance, deliverables, obligations (milestones, deliverables, reporting, audit, termination) and alert stakeholders to risks or delays.
- Support change control / amendment processes and contract renewals.

Governance, Risk & Compliance

- Ensure that all contracts and proposals adhere to applicable regulations (e.g. data protection / GDPR, health / medical device regulation, pharmacovigilance compliance, audit requirements).
- Identify, assess, and mitigate contractual, commercial, and regulatory risks.
- Work with internal stakeholders (quality, operations, compliance, audit) to ensure that contract clauses reflect service delivery capabilities, SLAs, and compliance obligations.
- Support dispute resolution, claims, and contract-related escalations as needed.

Process Improvement & Strategy

- Continuously improve contracting and proposal processes, tools, workflows, and templates to increase efficiency, quality, and consistency.
- Develop metrics and KPIs (e.g. proposal win rate, contract turnaround time, risk exposure) and report to leadership.
- Train / mentor junior contracts / proposal staff or cross-functional contributors on best practices.
- Contribute to strategic planning by providing insight on pricing strategy, competitor contract terms, and commercial models.

SPECIFIC REQUIREMENTS FOR THE POSITION:

Education	Bachelor's degree (Law, Business, Contract Management, or related). Advanced degree or qualification (e.g. LLM, CIPM, PMI) a plus.
Experience	<ul style="list-style-type: none"> • Substantial experience (e.g. 5–8+ years) in contracts, proposals, or commercial roles—preferably in life

	<p>sciences, biotech, pharma services, clinical research organizations, or regulated services.</p> <ul style="list-style-type: none"> • Strong understanding of contract law, commercial terms, service agreements, NDAs, change control, liability, indemnification, audit rights, etc. • Prior experience working in a global / remote / multi-jurisdiction environment, handling cross-border contracts. • Experience with SaaS / software licensing or technology-enabled service agreements. • Understanding of compliance, GxP, quality, audit, regulatory oversight in life sciences. • Previous exposure to or knowledge of pharmacovigilance operations or regulatory intelligence environments (especially given iVigee's domain). • Ability to travel occasionally for client or internal meetings (if required).
Special skills	<ul style="list-style-type: none"> • Excellent negotiation skills and ability to engage with senior client stakeholders. • Strong project management skills: able to lead multiple proposals / contracts in parallel under tight deadlines. • keen commercial mindset: ability to model pricing, margin, risk, and trade-offs. • Strong written and verbal communication skills; able to distil complex technical / regulatory content into clear, persuasive proposals or contract language. • Detail-oriented, rigorous, and methodical; ability to spot gaps, inconsistencies, or risk exposures. • Ability to collaborate cross-functionally (BD, legal, operations, finance, quality) and influence stakeholders. • Experience with contract lifecycle management (CLM) tools or similar repository systems is a plus. • Familiarity with pharmacovigilance, regulatory, clinical research, or healthcare / life sciences domain is a strong plus (though not necessarily mandatory depending on internal support). • Strong ethics, integrity, and sensitivity to confidentiality.
Language skills	English (excellent)

Reporting / Relationships

- Reports to: Head of Business Development,
- Works closely with: Business Development / Sales, Legal, Finance, Operations / Delivery, Quality / Compliance, Executive Leadership
- May supervise or mentor more junior proposal / contracts team members (if team grows)

Key Success Metrics

- Proposal win rate / revenue secured through contracts supported
- Contract turnaround time (cycle time from draft to signature)
- Number / dollar value of contract / amendment negotiations concluded

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- Mitigated risk exposure (e.g. minimized unfavorable terms, disputes avoided)
- Stakeholder / customer satisfaction with proposals and contract process
- Maturity / consistency of templates, playbooks, and process improvements

Benefits & Culture (to be customized)

- Competitive salary + bonus / commission aligned with BD / revenue goals
- Stock options / equity or long-term incentive plan
- Flexible / remote / hybrid working arrangements
- Professional development, training, conferences
- Opportunity to be part of a fast-growing, innovative company at the intersection of pharmacovigilance, AI, and regulatory science
- Collaborative, mission-driven culture, with focus on quality, compliance, and innovation

This is an outstanding opportunity to join the fearless team of trustworthy professionals enabling innovation in a sustainable manner.

If you are interested, please feel free to submit your CV to HR@ivigee.com.

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