

Associate Director, Corporate Affairs Communications & Engagement

Job ID
REQ-10083512
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США
Available in: English

Сводка

The Associate Director Corporate Affairs Communications and Engagement leads the execution of how the global Corporate Affairs function aligns, communicates, and engages.

This role translates strategic direction into clear plans, coherent narratives, and consistent execution across Corporate Affairs. Sitting within the Corporate Affairs Chief of Staff Office, this role acts as the central orchestrator for communications and engagement, ensuring priorities move forward with speed, clarity, and quality by surfacing opportunities and driving successful delivery.

Success in this individual contributor role is defined by increases in associate pride and engagement, strong alignment across teams and consistent, high-quality communications delivered at scale.

Novartis is unable to offer relocation support for this role. Novartis will not sponsor visas for this position. Please only apply if this location is accessible for you.

This role is based in our East Hanover, NJ office 3x/week. Please only apply if this works for you.

About the Role

Key Responsibilities

- Translate strategic priorities into integrated content plans and narratives across channels
- Drive associate pride and engagement by designing and leading flagship events and communications for Corporate Affairs, including town halls, digital communications, and more
- Proactively identify opportunities to strengthen engagement throughout the function
- Provide selective support for external speaking engagements and social media for the Chief Corporate Affairs Officer. Partner across Corporate Affairs for Executive Committee communications alignment
- Develop foundational frameworks and materials to strengthen structured and consistent approaches within Corporate Affairs
- Manage and strengthen content governance and information architecture across channels, ensuring consistency, relevance, and appropriate timing across the function
- Own end-to-end orchestration of Corporate Affairs communications and engagement, consolidating inputs, drafting managing review timelines, and ensuring QA for delivery
- Define measures and utilize insights to improve relevance, reach, and impact of function's communications and engagement activities
- Apply advanced AI capabilities to scale impact across the CA function

Essential Requirements

- Bachelor's degree in communications, education or related field; Master's degree or change management certification a plus
- 7+ years of experience in Corporate Affairs/communications, preferably in the pharmaceutical industry or a similarly complex global environment
- Proven ability to translate strategy into execution, managing multiple workstreams with clarity and structure
- Strong experience delivering communications and engagement programs, including leadership forums and global communications initiatives
- Demonstrated strength in developing clear, compelling content for senior leaders
- Experience managing internal digital channels and content ecosystems
- Strong AI fluency, with demonstrated experience applying AI tools to improve efficiency, quality, synthesis, and execution, plus a clear interest in continually advancing this skillset as tools and use cases evolve

Benefits & Rewards

The salary for this position is expected to range between \$126,000 and \$234,000 per year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors. Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally <https://www.novartis.com/careers/benefits-rewards>

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Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

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Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Дивизион

Corporate Affairs

Business Unit

Communications

Место

США

Состояние

New Jersey

Сайт

East Hanover

Company / Legal Entity

U061 (FCRS = US061) Novartis Services, Inc.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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