

## Associate Director, Strategic Planning and Operations

Job ID  
REQ-10054603

6月 10, 2025

USA

### 摘要

The Associate Dir, Strategic Planning & Operations will support the US Public Affairs (USPA) team in organizing strategy setting, tracking key performance indicators (KPIs) against objectives, developing internal communications and external materials for advocacy use, managing team events and trainings, and maintaining overall budget.

This role is to be based out of our Washington D.C. office 3x/week. Please only apply if this works for you.

### About the Role

#### Key Responsibilities:

- Provide proactive strategic support to the Head of US Public Affairs and the US PA Leadership Team, facilitating seamless operations and enhancing overall efficiency to

achieve objectives.

- Develop and implement a strategic planning process with focused goals and key performance indicators (KPIs) to prioritize issues and provide clarity to the team.
- Run the day-to-day operations to maintain the functionality of the DC satellite office, including supervising the Office Manager.
- Collaborate with various departments, including US Commercial and US Supporting Functions, to align on business needs, streamline procedures, and ensure cohesive actions.
- Interface with Finance and USPA Finance Partner to create and manage centralized USPA budget to track real-time spending and enable agile decision-making on resource allocation.
- Manage the drafting and publication process for weekly internal USPA newsletter.
- Oversee the distribution of informative content for all Novartis associates and ensure the maintenance of a well-organized internal file library for the team.
- Facilitate and conduct weekly leadership meetings, organize monthly Town Halls, and plan and handle logistics for biannual off-site meetings.

#### Essential Requirements:

- Bachelor ' s degree
- 7+ years of experience in supporting executives, managing cross-functional projects, and leading coordination within internal and external teams.
- Background in government affairs, including working with trade associations, coalitions, and policymakers. Knowledge of health care sector a plus.
- Demonstrated ability to develop and implement strategic plans with measurable objectives.
- Proven ability to develop, manage, and maintain budgets to accurately forecasting spending.
- Adept at juggling simultaneous projects while maintaining high quality standards.
- High proficiency in utilizing Microsoft Office suite, including PowerPoint, Excel, and OneDrive to effectively organize and complete various tasks.

#### Benefits & Rewards

The salary for this position is expected to range between \$152,600 and \$283,400/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-reward>

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>

#### EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

#### 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](mailto: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.

部门  
Corporate Affairs

Business Unit  
Universal Hierarchy Node

地点  
USA

状态  
District of Columbia

站点  
Washington, DC

Company / Legal Entity  
U061 (FCRS = US002) Novartis Services, Inc.

Functional Area  
Communications & Public Affairs

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

[Apply to Job](#)



Job ID  
REQ-10054603

Associate Director, Strategic Planning and Operations

[Apply to Job](#)

---

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10054603-associate-director-strategic-planning-and-operations>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <https://www.novartis.com/about/strategy/people-and-culture>
5. <https://talentnetwork.novartis.com/network>
6. <https://www.novartis.com/careers/benefits-rewards>
7. <mailto:us.reasonableaccommodations@novartis.com>
8. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Washington-DC/Associate-Director--Strategic-Planning-and-OperationsREQ-10054603-1>
9. [https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Washington-](https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Washington-DC/Associate-Director--Strategic-Planning-and-OperationsREQ-10054603-1)

