

Executive Director, Corporate Affairs Engagement & Capability Building

Job ID
REQ-10065755

10月 31, 2025

USA

摘要

This role offers a high-impact opportunity for a visionary, enterprise-minded leader to shape the future of Corporate Affairs. You will serve as the strategic architect for communications, engagement, and capability-building—aligning a global network of professionals around shared priorities, equipping them to lead with excellence, and fostering a culture of purpose and performance.

As a trusted advisor to the Corporate Affairs Leadership Team, you will champion initiatives that strengthen collaboration, accelerate enterprise priorities, and amplify the function's impact across regions and disciplines. You will design and deliver signature global engagement platforms, build future-ready capabilities, and drive a cohesive digital narrative that reinforces our reputation as a world-class Corporate Affairs organization and industry leader.

About the Role

Job Responsibilities

- Architect and implement a Corporate Affairs capability-building academy that equips teams with the skills, mindset, and tools required to lead in a rapidly evolving stakeholder environment. Manage 1 for execution.
- Design and lead a communications and engagement strategy that connects and inspires the Corporate Affairs organization globally, ensuring alignment with enterprise priorities, clarity of purpose, and a sense of shared culture and impact. Manage 1 for execution.
- Lead the vision, design, and execution of flagship global engagement platforms and campaigns that unite leaders and teams around enterprise priorities, strengthen the leadership pipeline, and deepen connection to our shared purpose. Manage 1 for execution.
- Shape and govern the Corporate Affairs function's digital strategy and storytelling across internal and external channels, ensuring alignment with enterprise priorities and reinforcing the company's position as an industry leader.
- Oversee the design and delivery of the Corporate Affairs Summer Internship Program – including onboarding, programming, and communications – to create an inspiring, high-touch experience that strengthens our early-career pipeline and reinforces the function's reputation as a best-in-class career destination.
- Convene and facilitate leadership briefings on priority topics, enabling alignment and coordination across the global Corporate Affairs network.
- Support the Corporate Affairs Leadership Team's strategic operating needs.
- Lead and support special projects that promote growth and development.

Benefits & Rewards

The salary for this position is expected to range between \$194,600 and \$361,400 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>

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 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.

部門
Corporate Affairs

Business Unit

Universal Hierarchy Node

地点
USA

状态
New Jersey

站点
East Hanover

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

Alternative Location 1
Remote Position (USA), Remote, US, USA

Functional Area
Communications & Public Affairs

Job Type
Full time

Employment Type
Regular

Shift Work
No

[Apply to Job](#)



Job ID
REQ-10065755

Executive Director, Corporate Affairs Engagement & Capability Building

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10065755-executive-director-corporate-affairs-engagement-capability-building>

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/East-Hanover/Executive-Director--Corporate-Affairs-Engagement---Capability-Building-REQ-10065755-1>
9. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/East-Hanover/Executive-Director--Corporate-Affairs-Engagement---Capability-Building-REQ-10065755-1>