

# Executive Director, Trade & Investment, US Government Affairs

Job ID  
REQ-10045856  
Mar 27, 2025  
USA

## Summary

The Executive Director, Trade & Investment, US Government Affairs will spearhead the development and implementation of comprehensive government affairs initiatives for Novartis on US trade, investment, and geopolitical issues. This role involves engaging with key governmental stakeholders, the diplomatic corps, and leading trade groups.

This role is required to be in our Washington D.C. office 3x/week.

## About the Role

### Key Responsibilities:

- Drive engagement with internal partners and coordinate closely with US Public Affairs colleagues to identify and prioritize trade, investment and geopolitical issues
- Lead the creation and execution of short and long-term government affairs strategies on trade, investment and geopolitical issues to ensure Novartis perspectives and priorities are understood and taken into account by policymakers
- Provide respected, credible and active day-to-day representation of Novartis in Washington, D.C. on TIG issues by establishing and maintaining a strong, sophisticated network of relationships on Capitol Hill within the Executive Branch and diplomatic corps
- Proactively identify opportunities and risks in the US policymaking environment on these issues and ensure that they are incorporated into overall enterprise planning, strategy and risk management processes
- Analyze data, research, and other real-time insights to create strategies that shape a sustainable long-term U.S. policy environment that drives future US growth
- Provide executive summaries and deliver presentations on complex legislation and policies to senior executive leadership
- Drive key associations' agendas including PhRMA, National Association of Manufacturers, Global Business Alliance, US Chamber of Commerce and others

### Essential Requirements:

- Bachelor's degree required; Master's degree or a Juris Doctor is preferred
- 15+ years of experience with federal legislative, executive and public policy-making activities preferred
- In-depth knowledge of the U.S. federal legislative process, including an understanding of the roles and decision-making processes of the Executive Agencies, the U.S. Senate, and U.S. House of

Representatives, with particular emphasis on those that set U.S. trade policy

- Experience in creating and executing government affairs strategies on trade, investment, and geopolitical issues

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**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$214,900 - \$399,100 / year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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Division

Corporate Affairs

Business Unit

Corporate

Location

USA

State

District of Columbia

Site

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

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