

Associate Director, Executive, External Communications & Engagement

Job ID

REQ-10047605

Apr 19, 2025

USA

Summary

About the role:

#LI-Hybrid

The Associate Director (AD) oversees three mission-critical areas for Translational Clinical Oncology (TCO) Communications: translates Global Head and leadership team executive presence, image and narrative while combining pipeline and scientific storytelling. Leads the mining of Research Development Commercial (RDC) key information paired to pipeline assets across TCO Disease Areas, working with colleagues at all levels to position them favorably internally. The Associate Director (AD) also plays a key role in external storytelling about TCO science, engaging Key Opinion Leaders (KOL) and external community.

About the Role

Key responsibilities:

- **How do we tell the story?** Create the strategy for how we communicate with our associates using current and new channels in ways that have the biggest impact
- **Who participates in telling the story?** Work closely with the TCO Global Head and Strategy & Operations (S&O) Head to have insight into key stakeholders to make sure their voice is amplified and/or aligned on the best possible channels
- **How should the story be experienced by associates?** Create a segmented audience strategy and corresponding channel mix that reaches employees in the ways they respond to most
- **Regularly measure** impact of content and channels and make results-based recommendations for future areas of focus
- **Point of contact** for end-to-end project management and tactical execution, including managing multiple media formats across various distribution channels, (e.g. intranet content and broad audience e-mail messages, etc.), executing when needed and arranging delegate coverage when required
- **Play a leading role** in pulling together the right stakeholders (e.g. S&O, Disease Area Leadership (DAL) / Platform Development, People & Organization (P&O) to solve common communication challenges and partner for increased employee engagement and scientific storytelling
- **Collaborate and maintain** relationships with key stakeholders to ensure influence across the Novartis communications community and consistency in all communications. Ensure campaigns are aligned to the Novartis brand and fully consistent with the evolving legal, regulatory and compliance environment
- **Executive communications**, responsible for strategic direction of TCO Global Head image, presence

and narrative. Executive partnership with S&O leadership members

- **Internal and External communications**, serves as point-of-contact for scientific and early-stage pipeline updates for TCO. Works with colleagues throughout RDC to ensure pipeline progress, priorities and strategy are articulated across communications

Essential Requirements

- This position will be located in Cambridge, MA and will not require any travel
- Bachelor's degree and/or equivalent work-related expertise, with a concentration in communications, public relations, journalism or change management
- Minimum 7+ years' communications experience in a large, matrixed organization or agency setting
- Background in science, and/or scientific communications
- Knowledge of social media platforms (LinkedIn, Facebook, Instagram, Twitter, YouTube) and strong understanding of social media best practices; Strong writing and copyediting skills with the ability to draft impactful and varied communications
- Track record of driving adoption of new ideas and concepts, and developing novel communication strategy and tactical approaches; Proven ability to drive direction, alignment, and collaboration within a team and in partnership with outside teams
- Ability to prioritize work for greatest business impact; Completely comfortable saying "no" to low-value, low-impact work; Self-starter with high standards for work output and attention to detail
- Comfortable to engage with senior leaders; Proficiency in English language

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$119,700 - \$222,300 / year. 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.

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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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.

Division

Biomedical Research

Business Unit

Universal Hierarchy Node

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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