

Associate Director, Donations & Volunteering

Job ID
REQ-10078164
Июн. 11, 2026
Швейцария

Сводка

We're a team of dedicated and smart people united by a drive to achieve together. You will be responsible for the end-to-end implementation of the global Donation and Volunteering strategy in close collaboration with the Director, Donations & Volunteering. You will ensure corporate Donations and Volunteering programs, including charitable community and international donations and employee giving, company matching & employee volunteering (GM&V), are run in an impactful, compliant way within defined governance frameworks and risk parameters.

About the Role

Key responsibilities:

- Execute global, regional and local employee giving, company matching & employee volunteering (GM&V) offerings, aligned with local materiality, approval status and resources.
- Implement and manage global GM&V program infrastructure, including platforms, internal IT integration, processes, match-fund operations and compliance controls.
- Onboard eligible beneficiaries and initiatives into GM&V platforms in line with beneficiary due diligence and compliance criteria.
- Support execution of corporate donation strategy to Novartis site communities and LMIC-focused international partner organizations, aligned with Novartis Global Corporate Philanthropy strategy.
- Curate established relationships with eligible and reputable community and international beneficiary organizations, such as non-profits and NGOs.
- Assist budget management for Donations and Volunteering operations, charitable corporate donations and matching of employee donations.
- Execute Donations and Volunteering initiatives in adherence to governance models, policies, and frameworks as defined by the Director, Donations & Volunteering.
- Track employee participation, satisfaction and impact metrics as defined by Impact Measurement across GM&V programs.
- Use data and feedback to refine campaigns, volunteering models and employee experience.

Essential Criteria:

- Degree in International Development, Public/Corporate Affairs, Sustainability, HR or related field
- Strong experience in healthcare, pharma, biotech, or related sectors
- Proven track record of running employee engagement, volunteering or giving programs
- Experience working with NGOs or social partners
- Fluent in English, both verbal & written

Desirable Criteria

- Experience in corporate philanthropy and public affairs
- Experience coordinating campaigns across regions or large organizations
- Comfortable operating within defined governance and approval frameworks
- Familiarity with digital platforms, workflows and operational processes

Commitment to Diversity and Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and Accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to diversity.inclusion_ch@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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>

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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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Corporate Affairs
Business Unit
Human Resources
Место
Швейцария
Сайт
Basel (City)
Company / Legal Entity
C010 (FCRS = CH010) Novartis International AG
Functional Area
Communications & Public Affairs
Job Type
Full time
Employment Type
Regular
Shift Work
No

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