

Operations Manager, US

Job ID
REQ-10038452
Jan 31, 2025
USA

Summary

The Operations Manager is responsible for maximizing the impact of Novartis' social impact for patients, communities, and our business in the US. This person will do this by managing metrics and insights across the function, providing operations support, and coordinating US giving & volunteering programs and community grants.

Novartis will not sponsor visas for this position.

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

This role is required to be in our East Hanover, NJ office 3x/week.

About the Role

Key Responsibilities:

Metrics & Insights Management

- Oversee data management system capturing and organizing metrics and insights for the US social impact framework, Novartis US Foundation, and corporate philanthropy
- Support development of data management and organizing system

Corporate Philanthropy

- Oversee US community grants, including evaluating prospective community grantees for alignment with US Foundation, compliance and processing of grants
- Engage with grantees on behalf of Novartis US Foundation, including relationship management, responding to inquiries, and troubleshooting
- Coordinate US employee giving and volunteering initiatives such as matching gifts, dollars for doers, and volunteering events
- Collaborate with local nonprofit partners, vendors, and internal stakeholders, to plan and coordinate logistics for on and off-site volunteer activities

Operations & Administrative

- Triage and respond to Novartis associate inquiries directed to the US Foundation and US giving & volunteering programs
- Manage Cybergrants platform, including management of grants database
- Oversee day-to-day management of US Social Impact budget including monitoring and reporting
- Maintain internet and intranet sites supporting US employee engagement programs

- Prepare and synthesize metrics capturing the status and impact of philanthropic partners for quarterly reports and ad hoc requests to ensure accountability and support communications
- Oversee audits and filings with New Jersey and/or IRS on behalf of the US Foundation

Essential Requirements:

- 2+ years Corporate Responsibility experience preferred, not required
- Database creation and managing metrics and evaluation systems
- Adept with new technology systems
- Strong communications skills
- Demonstrated ability to process and translate information into solutions
- Collaborative, team-oriented mindset and ways of working
- Demonstrated experience with project management and successfully managing multiple project

Desirable Requirements:

- English
- Bachelors Degree

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>

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>

Commitment to Diversity & Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$98,700 - \$183,300 / 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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EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. 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. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

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

Corporate Affairs

Business Unit

Corporate

Location

USA

State

New Jersey

Site

East Hanover

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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