

Associate Director, Political Affairs & Insights

Job ID
REQ-10026670
Oct 22, 2024
USA

Summary

The Associate Director, Political Affairs & Insights will be responsible for driving the development and management of a unified US Government Affairs political program. This program encompasses the Novartis Political Action Committee (PAC), corporate political giving, grassroots engagement, and political trend analysis in support of an integrated US government affairs team.

About the Role

Major accountabilities:

- Reimagine and lead day-to-day activities of the Novartis Political Action Committee (PAC), including recruitment strategy and execution, management of compliance and disclosure requirements, and operational activities. Represent Novartis PAC in internal and external engagements.
- Develop a corporate political giving program that features an increased use of data and insights around political programs and engagement to ensure that disbursements are aligned with near and long-term priorities.
- Conduct political horizon scanning and lead candidate vetting process for open seat political races. Collaborate with government affairs team to research, interview, and educate and lead the hand-off process between State and Federal.
- Perform comprehensive analyses and syntheses of federal and state political trends that identify potential opportunities and assess associated risks to inform strategic decision-making.
- Manage the political calendar to ensure internal teams are aware of crucial political events, elections and engagements and manage convention planning for the Democratic and Republican conventions, including sponsorship opportunities and local engagement.
- Oversee and manage the Political Program budget, which includes PAC and Grassroot related dues, sponsorships and subscriptions, to support strategic objectives.
- Lead employee engagement (grassroots) program, including, planning and execution of strategic plan aligned with USPA and Communications objectives, oversee development of associated supporting materials and activities, and engagement with key external partners including key trade associations and industry peers.
- Manage quarterly Lobbying Disclosure Act (LDA) filing process, including but not limited to timely and accurate report submission.
- Oversee the creation, revision and publishing of political program plans, toolkits, training materials. Develop political focused research, presentations and provide ongoing updates and align with relevant internal partners such as Communications, ESG and Legal to ensure cross-functional alignment.
- Advise and support to US GA Head, as well as Heads of Federal and State Government Affairs, in order to effectively build and manage Novartis US political programs and external reputation to engage and

lead in relevant policy discussions.

Key performance indicators:

- Drive development of strategy and tactical implementation plan for integrated political program
- Reimagine, grow and maintain the Novartis Political Action Committee as an industry leader and build out grassroots engagement
- Ensure compliance of political programs (PAC, corporate giving) and timely and accurate LDA filings
- Timely and consistent communication with Government Affairs and Public Affairs leadership – keeping all relevant stakeholders informed on performance of the PAC, corporate giving program and grassroots strategy execution.
- Establish and maintain network both within and external to Novartis to ensure for operational excellence and that we continue to build in best practices for best-in-class program.

Minimum Requirements:

- At least 5 years experience in government relations, public relations or closely related field
- Understanding of how political action committees operate and the fundraising process.
- Program management experience with experience managing external vendors and outside counsel.
- Strong organizational skills and attention to detail required
- Excellent interpersonal, verbal and written communications skills.
- Ability to work both cooperatively as well as independently; ability to prioritize tasks and meet deadlines.
- Preferred but not necessary: understanding of the healthcare and pharmaceutical industries

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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 \$174,400.00 - \$261,600.00 / year; however, while salary ranges are effective from 1/1/24 through 12/31/24, 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

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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