

# Preclinical Safety Alliance Manager, External Partnerships

Job ID  
REQ-10051446  
Jun 10, 2025  
USA

## Summary

Preclinical Safety Alliance Manager, External Partnerships

#LI-Hybrid

This position will be located in Cambridge, MA and will not have the ability to be located remotely.

As an alliance manager within the Preclinical Safety (PCS) External Partnerships function, you will have the opportunity to support our large external strategic partnerships and academic and industry consortia collaborations and work with our internal partners across Biomedical Research and Development.

PCS External Partnerships is responsible for the preclinical safety outsourcing strategy and deliverables to ensure our pipeline is delivered on time and of the highest quality while working with internal and external stakeholders.

## About the Role

### Key Responsibilities:

- Support the Alliance Lead in a variety of ways including: managing collaboration issues before they require escalation, proactive issue identification, constructive problem solving and resolution
- Ensure proactive management and smooth functioning of Preclinical Safety alliances in our portfolio, working closely and collaboratively with alliance lead and external partners
- Maintain and support IT systems and trackers to ensure accuracy of information by liaising with stakeholders
- Supporting our PCS External Collaborations team, liaising with line function leads to organize and track activities as well as maintain current landscape/gap analysis of needs
- Support the global PCS Organization through ownership of a wide range of tasks relating to tracking of KPIs with external partners, supporting alliance leads
- Identify strategic opportunities to enhance collaborations and best practices
- Provide Ad hoc flexible local and global operational and administrative support as needed, assisting with various administrative tasks to ensure smooth day-to-day operations, and contributing to the overall efficiency of the PCS organization.

### Essential Requirements:

- Education: Bachelor's Degree required; preferably in a life sciences related discipline
- 1-3 years of project coordination, project management or alliance management experience preferably in a pharmaceutical or scientific research environment
- Demonstrated proficiency in one or more of the following: PowerPoint, PowerBI, MS Whiteboard, MS Planner, Power Automate, Generative AI (Copilot), Sharepoint, Gantt charts, etc

#### **Desirable Requirements:**

- Prior work as an Alliance Manager
- ASAP certification (CAAM= Certificate of Achievement in Alliance Management or CSAP = Certified Strategic Alliance Professional) are a plus

Company 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.

The salary for this position is expected to range between \$98,700 and \$183,300 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

**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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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](mailto: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

Pharma Research

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

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

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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