

Associate Director - Portfolio Strategy & Operations

Job ID

REQ-10074096

Mar 19, 2026

LOC_US

About the Role

Key Responsibilities:

- Acts as strategic thought partner for TMDP TA Head(s), reflecting on key topics and trends across therapeutic pillars. Maintain an integrated portfolio view for the assigned TA(s), overseeing study tracking, milestone progression, and identification of risks or shifts requiring alerts
- Provides comprehensive TA portfolio assessments in TM relevant projects including analysis of scale, speed, efficiency metrics to guide portfolio alignment with strategic objectives and delivers value efficiently
- Continuously engage in portfolio analysis and strategy topics to bring TMDP TA strategic prospective into various portfolio reviews and prioritization across TM and different management/decision boards
- For the responsible TA(s), lead goals tracking, portfolio analysis, bring insights, and support effective alignments among project management, DA Portfolio Strategy Development (PSD), TA Leadership (TAL) and Disease Area Decision Board (DADBs)
- Supports TMDP TA Head(s) for coordinating essential internal processes and priority initiatives such as TA objective planning, internal TA meetings including cross-TA meetings, FTF meetings with partner groups, external reviews and collaborations, headcount planning, resource forecasting, and performance tracking of responsible TA(s)
- Support TA Heads in internal communication across strategic meetings, presentations and updates. Coordination of TA-level team meetings, including agenda setting, material preparation, facilitation and action follow-up.
- Lead operational excellence, process simplification, automation opportunities, AI enabled improvements, and coordination of cross-functional initiatives to address enterprise level challenges
- Coordinates a strategy for KOL interactions, including oversight of logistics
- Contributes to organizational development activities, including change management, capability initiatives and trainings

Essential Requirements:

- Bachelor's degree required; advanced degree MBA, MSc, PhD strongly preferred in life sciences, or related field
- Minimum 6 years of experience in pharmaceutical, biotech, or related industry
- Prior experience with pharma portfolio analysis, portfolio management and strategy or portfolio operations
- Experience within early development, clinical development, business operations or R&D operations preferred
- Strong analytical and problem-solving capabilities
- Strong interpersonal skills and ability to collaborate across teams and levels
- Ability to synthesize complex information and communicate clearly
- Excellent organizational skills and ability to manage multiple priorities

Desirable Requirements:

- Ability to leverage technologies and AI
- Proficiency with business tools (Excel, PowerPoint, Power BI, AI agents, etc.)
- Ability to working in global matrixed organizations preferred

The salary for this position is expected to range between \$132,300 and \$245,700 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. To learn more about the culture, rewards and benefits we offer our people click [here](#).

Role Requirements

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: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Division

DIV_RE

Business Unit

Research

Location

LOC_US

Site

Cambridge (USA)

Company / Legal Entity

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

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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