

# Associate Director, Donations & Volunteering

Job ID

REQ-10078164

Jun 16, 2026

LOC\_CH

## 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](mailto: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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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>

## 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\_CE

Business Unit

Human Resources

Location

LOC\_CH

Site

Basel (City)

Company / Legal Entity

C010 (FCRS = CH010) Novartis International AG

Functional Area

FCT\_CA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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