

# Associate Director, Donations & Volunteering

Job ID  
REQ-10078164  
Июн. 16, 2026  
Швейцария

## Сводка

We're a team of dedicated and smart people united by a drive to achieve together. You will be responsible for the end-to-end implementation of the global Donation and Volunteering strategy in close collaboration with the Director, Donations & Volunteering. You will ensure corporate Donations and Volunteering programs, including charitable community and international donations and employee giving, company matching & employee volunteering (GM&V), are run in an impactful, compliant way within defined governance frameworks and risk parameters.

## 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>

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Business Unit  
Human Resources  
Место  
Швейцария  
Сайт  
Basel (City)  
Company / Legal Entity  
C010 (FCRS = CH010) Novartis International AG  
Functional Area  
Communications & Public Affairs  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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