

External Meetings and Engagements Lead

Job ID
REQ-10089454
Окт. 16, 2026
CША

Сводка

#LI-Hybrid

Location: East Hanover, NJ, USA

Relocation Support: This role is based in East Hanover, NJ. Novartis is unable to offer relocation support: please only apply if accessible.

Sponsorship: Novartis is unable to offer sponsorship for this role.

Travel: Approximately 20% domestic travel, based on business needs.

Ready to shape how Novartis delivers meaningful external engagements at scale? As the External Meetings and Engagements Lead, you will set the strategic direction and operational standards for engagements with healthcare professionals and other external stakeholders across the U.S. organization. Leading a team and partnering closely with Ethics, Risk and Compliance, Legal, Medical, Commercial, Finance, Procurement, and technology teams, you will help create compliant, efficient, and high-quality experiences. You will also champion digital innovation and responsible use of artificial intelligence to simplify operations, strengthen governance, and continuously improve how external meetings and educational programs are delivered.

About the Role

Key Responsibilities

- Set the strategic direction for compliant, high-quality external meetings and engagements across the U.S. organization.
- Lead end-to-end healthcare professional education and advisory board operations, from planning through reconciliation and closeout.
- Own technology platforms supporting external engagements, driving usability, operational efficiency, and continuous platform improvement.
- Partner with Ethics, Risk and Compliance, Legal, Medical, Commercial, Finance, and Procurement to strengthen governance and execution.
- Drive scalable virtual and hybrid engagement solutions that improve experiences for presenters, attendees, and field teams.
- Lead supplier performance through clear service expectations, performance measures, issue resolution, and continuous improvement.
- Develop and inspire a high-performing team while leveraging artificial intelligence and automation to simplify meeting operations.

Essential Requirements

- Bachelor's degree with relevant experience in pharmaceutical commercial operations or external engagement operations.
- Direct people-management experience, including leading teams across multiple stakeholder or client groups.
- Experience managing healthcare professional education, speaker programs, external meetings, project management, or related commercial operations.
- Familiarity with compliance requirements, such as the Sunshine Act and transparency reporting, and experience ensuring adherence to regulations.
- Proven experience managing suppliers, service delivery, performance measures, customer satisfaction, and budgets within an outsourced model.
- Strong leadership, analytical, communication, and stakeholder-management skills, with the ability to influence across complex cross-functional environments.
- Ability to work from East Hanover, New Jersey under the hybrid model and travel domestically approximately 20%.

Desirable Requirements

- Master of Business Administration, Project Management certification, Six Sigma qualification, or comparable advanced credentials.
- Experience applying artificial intelligence, automation, or digital tools to improve meeting management and operational efficiency.

Why Novartis?

At Novartis, our purpose is to reimagine medicine to improve and extend people's lives. As External Meetings and Engagements Lead, you will have the opportunity to shape how high-quality, compliant engagements with healthcare professionals and other external stakeholders are delivered across the U.S. organization. You will collaborate across Ethics, Risk and Compliance, Legal, Medical, Commercial, Finance, Procurement, and technology teams while developing a high-performing organization focused on operational excellence, innovation, user experience, and continuous improvement.

[Benefits & Rewards](#)

The salary for this position is expected to range between \$168,000 USD - \$312,000 USD 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](#).

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.

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Accessibility and Accommodation

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 in order to perform the essential functions of a position, please send an email 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.

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? [People & Culture at Novartis](#)

Benefits and Rewards

Read our handbook to learn about all the ways we'll help you thrive personally and professionally [Benefits & Rewards](#)

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 \(PDF 30 MB\)](#)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. 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.

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Дивизион

Finance

Business Unit

Marketing

Место

США

Состояние

New Jersey

Сайт

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Маркетинг

Job Type

Full time

Employment Type

Regular

Shift Work

No

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