

# Investor Relations Executive Director

Job ID  
REQ-10019196  
Aug 28, 2024  
USA

## Summary

Location: East Hanover, NJ OR Cambridge, MA (Hybrid)  
#LI-Hybrid

This is a site based role, location in the US is East Hanover, NJ OR Cambridge, MA

## Job Purpose

• As part of the US Investor Relations Team, actively manage our dialogue with the US financial community in order to support a fair valuation of Novartis.

## About the Role

### Key Responsibilities:

- Strengthen relationships with current shareholders through creation and execution of key account plans and expand shareholder base through identification of new potential targets.
- Leverage financial/industry expertise to address inquiries from investors and analysts in a timely manner, providing accurate and balanced information on a range of topics from financial to product-specific. Deliver aligned messages that support the Novartis equity story.
- Ensure US sell-side analysts have all relevant, publicly available information that would allow them to maintain accurate financial models on Novartis.
- Be able to present the Novartis equity story in IR-only roadshows in an accurate, confident and clear manner, respecting all disclosure rules and regulations.
- Plan and support execution of senior management roadshows, bank conference participation, one-on-one meetings and other investor events, including capital markets days (e.g. Meet Novartis Management, R&D Day).
- Train senior management as needed on disclosure principles and external messaging, providing guidance that can influence management credibility externally.
- Serve as a subject matter expert on one key therapeutic area for our business. Work with internal stakeholders to anticipate investor questions, collect relevant information and shape our external messaging.
- Capture investor/analyst feedback and share with the IR team and senior management.

### Essential Requirements:

- BA Degree required. Ideally MD or PhD in a biomedical field; CFA or degree in finance also appreciated
- At minimum, 10+ years of experience in the pharmaceutical industry, ideally in Investor Relations or other relevant functions (R&D, Commercial, Finance), or in sell-side research, investment banking, asset

management or consultancy with a healthcare focus

- Strategic thinker, strong problem-solving and influencing skills
- Demonstrated Consulting experience & C-suite presentation skills, written and oral. Proficiency in English required. (spoken and written). Effective and persuasive communicator with strong presentation, communication (both written and verbal), influencing and negotiation skills. Ability to effectively build and maintain relationships across all organizational levels
- Financial modelling experience
- Ability to handle a range of complex issues/multiple projects simultaneously

The pay range for this position at commencement of employment is expected to be between \$222,400 to \$333,600 per year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: [novartis-life-handbook.pdf](#)

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

**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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Division

Finance

Business Unit

Corporate

Location

USA

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Audit & Finance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
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