



FANNIE E. RIPPEL FOUNDATION

POSITION DESCRIPTION

SENIOR PROGRAM ASSOCIATE

The Fannie E. Rippe Foundation, primarily through its ReThink Health initiative, serves as a catalyst for new ways of thinking and innovative projects that can model how we maintain good health, as well as how we define, structure, and deliver health care. The Foundation strategically invests its limited resources and actively engages and partners with world-class leaders and practitioners from within and outside the sector to take a systems-based approach to health and care re-design. We encourage applicants to visit our website at www.rippelfoundation.org to learn more about the Foundation and our current projects.

POSITION SUMMARY:

Reporting dually to the President & CEO and the CFO & VP of Administration, the Senior Program Associate is a key member of a small, cohesive team that manages and carries out the mission of the Foundation. She/He is focused on both programmatic and administrative aspects of the Foundation's work. This includes working with the President & CEO to create and grow an array of regional and national initiatives including meetings and events for key stakeholders, research and analysis, report and presentation development, relationship building, proposal writing, and more. A key focus will likely be the emerging portfolio of initiatives in New Jersey.

The Senior Program Associate is also responsible for all work products and deliverables associated with the Foundation's grants and contracts. These include, but are not limited to: developing and overseeing all grants and contracts, maintaining files and records associated with grants and contracts, assuring state-of-the-art storage and retention, and preparing materials for the Board. She/He partners closely, on a daily basis, with other members of the Foundation staff in those areas where responsibilities intersect and where interdependencies exist.

Examples of position responsibilities include:

PROGRAM SUPPORT

- Quickly absorb the ReThink Health landscape.
- Apply knowledge and thinking to new, emerging projects and overall strategy.
- Attend conferences and meetings to build knowledge and relationships.

- Help design meetings that have a clearly stated purpose, an agreed upon set of objectives, and that facilitate the participants' productive interaction.
- Coordinate and prepare meeting site and packet materials.
- Facilitate all or some portions of meetings to enable effective group dialogue and exchange, and support the goals and objectives of the session.
- Provide administrative support during meetings such as taking notes and disseminating appropriately edited notes to participants in a timely manner.
- Develop key relationships and a process for tracking and following-up on open items in between meetings, and reporting status, as appropriate.
- Identify and undertake independent actions that substantively advance projects to their next stage.
- Develop proposals and opportunities that help secure funds for the Foundation to expand our program support.
- Develop a reliable knowledge base, help structure and conduct interviews, and generate reports and profiles that help identify strategic opportunities and advance thinking.
- Learn about and regularly provide information on successful models of health system reform to help inform Foundation efforts.
- Provide data and Internet research that adds to the collective knowledge base and addresses specific areas of inquiry.

GRANT AND CONTRACT SUPPORT AND ADMINISTRATION

- Write and prepare grant term letters and contracts including standard terms and conditions, as well as required special language.
- Work with the Finance Associate to create and maintain grant and contract files that comply with legal, auditing and Foundation requirements, including digitization.
- Monitor compliance with grant-reporting and contract requirements for funds received by the Foundation.
- Create reports and reconcile with grant and contract ledgers.
- Assist the CFO & VP, Administration in assessing and scheduling the timing of grants and contracts to meet the Foundation's fiscal plans.
- Assure grant and contract reports and other deliverables are received when due.
- Partner with the Finance Associate to assure timely payment on grants and contracts.
- Assist the CFO & VP Administration in developing a small portfolio of grants and contracts with mission-related local organizations.
- Create and provide appropriate Board materials for all grants and/or contracts.

OTHER RESPONSIBILITIES

- Participate in all staff meetings, organizational development, and on-going team update sessions.
- Attend conferences and other meetings outside of the office, as appropriate.

- Participate in strategic discussions as they arise in areas of activity.
- Help create management procedures by providing suggestions and ensuring that changes do not have any unintended consequences.
- Provide support to colleagues and to the project leaders/directors of the Foundation's suite of program initiatives, as necessary and appropriate.
- Assist colleagues in maintaining healthful food options for the office kitchen.
- Be proactive in contributing to new opportunities as they arise, while maintaining focus on core responsibilities.

QUALIFICATIONS

The Senior Program Associate is part of a small, high performing team. Flexibility and being both a strong individual contributor as well as an outstanding team player are essential. The successful candidate is comfortable working in an environment where activities are constantly evolving; and pitching in to help others, for the greater good, is a valued aspect of the culture. To be effective in this environment, the candidate is a person who: has stellar organizational and administrative skills, enjoys collaborating with others on projects, is very comfortable with iterating on projects based on input from multiple sources, and is able to focus diligently and attentively so that she/he consistently produces at high standards. She/he possesses the self-motivation, energy, and mental agility that allows her/him to perform projects that span the range from concept-oriented activities to highly structured administrative tasks. She/he has the maturity and depth of understanding to see how each assignment connects to the overall mission of the Foundation. She/he is open to being in a position that may evolve over time and include new responsibilities, according to the needs of the Foundation.

EDUCATION

- Master's degree preferred; Bachelor's degree required

SKILLS/EXPERIENCES

- Interest in and knowledge of health and health care issues, social policy, and social change are highly desirable
- Knowledge of and/or experience with the health system in New Jersey is highly desirable
- Comfort working with high achieving academic and program partners
- Experience with research, meeting planning, and facilitation skills
- Minimum 4 years work experience in an office environment
- Demonstrated excellent organizational and administrative abilities
- Strong skills in Internet navigation and high comfort level with technology
- Self motivator, high work standards and impeccable attention to detail
- Strong team player and individual contributor
- Understands the importance of and is able to maintain confidentiality of information

- Demonstrated ability to exercise independent judgment and initiative, to prioritize and accurately complete multiple tasks, to work effectively under deadlines and quickly adapt to changing priorities

SALARY RANGE:

- \$50,000 - \$80,000, commensurate with experience. Competitive benefits package.

HOW TO APPLY:

After viewing the Foundation's website www.rippelfoundation.org, please send a resume and writing sample to careers@rippelfoundation.org. The writing sample should include responses to 2 of the topics below and shouldn't be more than 2 to 4 pages total:

1. One of the core challenges from ReThink Health Research is: To identify what is not yet known about what enables diverse teams of leaders in a community to collaborate toward transforming their system. How would you go about trying to understand this better? What do you think it takes for this to happen?
2. From ReThink Health: The challenge of internal v. external motivations where organizing must allow room for all constituencies to engage together in a shared purpose around shared values (internal motivations) yet also protect their respective interests, such as making a reasonable profit (external motivations). If it is to be effective in real-world settings, collaborative stewardship must allow room for each participating group to protect their core interests, including making a reasonable profit and maintaining financial viability. This requires maintaining a delicate balance between legitimate competition and necessary coordination. Can participants be both engaged citizens and a leader of an organization? What are the inherent challenges? How can this balance be communicated to potential partners, stakeholders and participants?
3. What is your response to either "The Cost Conundrum," (www.newyorker.com/reporting/2009/06/01/090601fa_fact_gawande) or "The Hot Spotters," (www.newyorker.com/reporting/2011/01/24/110124fa_fact_gawande) articles? Please respond in any way that is interesting to you, or you can answer the following questions: What do you think makes McAllen different? How could that community make real change going forward? Would the Hot Spotting techniques be useful in all circumstances? What do you think is missing from these analyses?