

RIPPEL IS GROWING!!

The Rippel Foundation has several openings within its program staff:

- Senior Program Associate
- Program Associate
- Program Coordinator

These openings are entry to mid-level career opportunities. The new staff members will join the Rippel Foundation at an exciting moment of transformation and growth, as the Foundation embarks on new strategic objectives that will influence the future of health and well-being in communities throughout the nation. We encourage you to apply even if you have experience in some but not all the listed job responsibilities. The Rippel Foundation has a firm commitment to equity, diversity, and inclusion and encourages applications from those who will help us become a more inclusive organization.

Organization

The Rippel Foundation is a catalyst for new ways of thinking and innovative solutions that address the complex and growing challenges of health and well-being in our country.

A national nonprofit operating foundation with a portfolio of nearly \$100 million, a growing staff of approximately 25 talented members, and offices in Morristown, NJ, and Cambridge, MA, Rippel has the capacity, vision, team, and networks to ensure continued success.

Since its founding in 1953, Rippel has been at the forefront of innovation and thought leadership in this challenging field. One of the early pioneers championing health system transformation, Rippel recognized the need to address the vital conditions that are essential for health equity, including access to care, a healthy environment, food security, humane housing, meaningful employment, educational opportunities, and more.

Today, Rippel works nationwide with leaders, change agents, and experts in diverse fields and sectors, including health, philanthropy, business, and government, guiding their efforts to improve health systems and address barriers to community health and well-being. We have brought together leaders from more than 200 major health systems to explore their roles as regional catalysts. And we have tested the emerging ideas with partners in more than 100 communities striving to build new multi-stakeholder partnerships focused on health. Our efforts have already resulted in significant changes in health systems and philanthropy, including reallocating an estimated \$150 million to ensure that thousands of community residents get increased access to the vital conditions that shape their ability to thrive.

With a focus not only on what needs to be done, but *how* to do it, Rippel occupies a unique space at the cutting edge of health transformation. Our work has brought us into relationships with hundreds of leaders and organizations, including the US Surgeon General, major foundations, corporations, the CDC, NASEM, academic institutions, the federal government, and others helping to advance the journey toward becoming stewards of the nation's health. Stewards are people and organizations that work across differences to expand the vital conditions all people and places need to thrive. Rippel is committed to building a culture of stewardship that overcomes the key barriers our work has revealed. We do much of this work through two core initiatives: ReThink Health, which discovers and shares what it takes to thrive together through shared stewardship; and FORESIGHT, which envisions the future of health and well-being.

Everyone on our team contributes to Rippel's future direction, positioning us for significant growth and increased influence, and propelling forward high-impact and transformational work. We invite you to explore this opportunity to join Rippel.

1) Senior Program Associate

Job Description

Classification: Full-time; Exempt; Benefits-eligible

Summary

Reporting to a Director or Associate Director, Stewardship Practice or Project Director, a Senior Program Associate advances the goals of Rippel programs by taking responsibility for the design and execution of discrete tasks, such as a research assignment, new tool development, or meeting design and facilitation; providing project management support for the smooth functioning of projects; and identifying and executing opportunities to promote the development of high performing collegial teams. A Senior Program Associate is able to contribute content expertise and experience across one or more of the following sectors: philanthropy, healthcare, government or corporations

Duties and Responsibilities

- **Research and Data Analysis**
 - Conceptualize, plan, organize, and conduct discrete research projects.
 - Conduct effective literature reviews, web searches, and interviews in support of program/project objectives that reflect a multicultural perspective in support of equity.
 - Compile and analyze qualitative and quantitative data to provide meaningful, culturally contextualized findings; identify and present key themes from findings to other team members.
- **Synthesis and Dissemination**
 - Produce effective written and visual outputs of project learning, such as blogs, research reports, presentations and proposals.
- **Meeting Design and Facilitation**
 - Lead the development of internal and external project meeting agendas and design.

- Facilitate internal and external project meetings and gatherings of diverse stakeholders.
- **Tool and Practice Development**
 - Lead in the development of new tools and practices using an equity lens.
 - Facilitate the use of developed tools and practices with external partners and groups.
- **Project Management**
 - Assist in the preparation and monitoring of project budgets, staffing plans and work plans.
 - Lead contract development and management for individual projects and serve as the primary point of contact with external partners and contractors as requested.
 - Supervise Program Associates/Coordinators, consultants and contractors as required on individual projects/programs. Effectively communicate work instructions, assignments, and processes. Review work product and provide constructive feedback.
 - Provide ongoing review of internal work processes, looking for possible upgrades or improvements.
 - Provide ongoing review of project coordination and management tasks to be completed for successful project delivery. Work with Project Directors to assure tasks are completed.
- **Cross-Organizational Coordination**
 - Manage coordination with other project teams and organizational functions, such as Evaluation, Communications, Strategic Partnerships and Business Development, to ensure alignment of activities, resources and content
 - Participate in all staff meetings, organizational development and on-going team update meetings
- **Other duties as assigned**

Qualifications

- Bachelor's degree and Master's degree in public health, business, public policy, or social sciences or equivalent experience
- 3-5 years' work experience, preferably in the social, philanthropic, and/or health sectors. Demonstrated interest in innovation and systems change a plus. A combination of education, work, and community engagement experiences will be considered to meet this requirement.
- Understanding of the concept of equity and how it can apply to work at Rippel
- Experience developing, planning, and managing detailed project plans and budgets
- Ability to learn and master new technology quickly. Comfortable with Microsoft Office applications, shared calendaring, shared file systems, webinar hosting, project management, and other databases.
- Superb attention to detail
- Ability to work independently or with a team; ability to take initiative and to establish good working relationships with team members at all levels of the organization and with external partners as well
- Experience working effectively with diverse colleagues and clients
- Demonstrated excellent organizational, written, verbal, intercultural communication, and analytical skills
- Demonstrated ability to exercise independent judgement, prioritize and accurately complete multiple tasks, and to work under deadlines and changing priorities

- Ability to maintain confidentiality of information
- A broad appreciation for and sensitivity to Rippel’s culture and workplace environment, including its commitment to equity, diversity, and inclusion across racial, cultural, political, and ideological differences

2) Program Associate

Job Description

Classification: Full-time; Exempt; Benefits-eligible

Summary

Reporting to a Senior Program Associate, Project Manager, or Director or Associate Director, Stewardship Practice, the Program Associate advances the goals of Rippel programs by executing administrative and programmatic assignments: contributing accurate and thoughtful research and analysis, timely and professional administrative support for the smooth functioning of projects, and a collaborative and positive work ethic that promotes high-performing collegial teams. The Program Associate is a generalist with a growing familiarity with one or more of the following sectors: philanthropy, healthcare, government, or corporations.

Duties and Responsibilities

- Conduct effective literature reviews, web searches, and interviews in support of program/project objectives that reflect a multicultural perspective in support of equity
- Compile and analyze qualitative and quantitative data to provide meaningful, culturally contextualized findings; identify and present key themes from findings to other team members
- Coordinate with Learning & Impact, Communications, and Administrative teams in compiling data relevant to support organizational and/or program/project objectives
- Provide project management support to project directors to ensure smooth workflow and on-time delivery of quality deliverables including tracking budgets and organizing materials
- Assist in the facilitation of large external virtual and in-person workshops and gatherings; facilitate smaller meetings and gatherings of diverse stakeholders as assigned
- Provide programmatic support in the development of new tools and/or exercises to support program/project objectives using an equity lens
- Participate in the ongoing communication of organizational learning
 - Independently author and/or contribute to others’ blog writing; contribute to proposal and report preparation; and participate in social media posting
 - Participate in, and assist in the planning of, organizational activities and convenings
- Maintain respectful, clear, and timely communication with external partners as requested
- Special projects and other
 - Provide ongoing review of internal work processes, looking for possible upgrades or improvements

- Participate in all staff meetings, organizational development, and on-going team update meetings
- Other duties as assigned

Qualifications

- Bachelor's degree and Masters degree in public health, business, public policy, or social sciences or equivalent experience
- At least 2 years' experience in the coordination and implementation of projects and/or initiatives and synthesizing learnings and insights for a broader team. A combination of education, work, and community engagement experiences will be considered to meet this requirement.
- Understanding of the concept of equity and how it can apply to work at Rippel
- Ability to learn and master new technology quickly; comfortable with Microsoft Office applications, shared calendaring, shared file systems, webinar hosting, project management, and other databases
- Superb attention to detail
- Ability to work independently or with a team; ability to take initiative and to establish good working relationships with team members at all levels of the organization and with external partners as well
- Experience working effectively with diverse colleagues and clients
- Demonstrated excellent organizational, written, verbal, intercultural communication, and analytical skills
- Demonstrated ability to exercise independent judgement, prioritize and accurately complete multiple tasks, and to work under deadlines and changing priorities
- Ability to maintain confidentiality of information
- A broad appreciation for and sensitivity to Rippel's culture and workplace environment, including its commitment to equity, diversity, and inclusion across racial, cultural, political, and ideological differences

3) Program Coordinator

Job Description

Classification: Full-time; Exempt; Benefits-eligible

Summary

Reporting to a Senior Program Associate or to a Project Manager, the Program Coordinator advances the goals of Rippel programs by executing administrative and programmatic assignments: timely and professional administrative support for the smooth functioning of projects and a collaborative and positive work ethic that promotes high-performing collegial teams. The Program Coordinator is a generalist with a basic familiarity with one or more of the following sectors: philanthropy, healthcare, government, or corporations.

Duties and Responsibilities

- Work with project leaders to create and track work plans in Asana (project management software)
- Follow up with team members to ensure projects stay on track
- Maintain project and team Dropbox files to ensure organizational ease of use
- Serve as liaison between team members and across the Foundation to ensure all parties have correct and timely information
- Serve as point person for meeting schedules, including interviews, team meetings, and external partner meetings
- Provide administrative support, including notetaking, maintaining calendars and sending reminders, drafting agendas, tracking budgets and creating budget reports, and supporting hiring processes
- Support teams with recruitment, logistics, materials development, registration, and other support related to training and/or strategic events such as conferences
- Assist with research and analysis as needed
- Manage the implementation of evaluation plans, especially documentation and data collection
- Coordinate and support project proposal teams in the development of new projects
- Draft, proofread, and edit documents, including communications materials, project materials, presentations, and reports
- Assist with the use of technology including, but not limited to Survey Monkey, Dropbox, Asana, Miro, and Zoom
- Special projects and other
 - Participate in all staff meetings, organizational development, and on-going team update meetings
- Other duties as assigned

Qualifications

- Bachelor's degree or equivalent experience
- At least 1-2 years' working experience, preferably creating project plans and moving them forward
- Understanding of the concept of equity and how it can apply to work at Rippel
- Ability to learn and master new technology quickly; comfortable with Microsoft Office applications, shared calendaring, shared file systems, webinar hosting, project management, and other databases
- Superb attention to detail
- Ability to work independently or with a team; ability to take initiative and to establish good working relationships with team members at all levels of the organization and with external partners as well
- Experience working effectively with diverse colleagues and clients

- Demonstrated excellent organizational, written, verbal, intercultural communication, and analytical skills
- Demonstrated ability to exercise independent judgement, prioritize and accurately complete multiple tasks, and to work under deadlines and changing priorities
- Ability to maintain confidentiality of information
- A broad appreciation for and sensitivity to Rippel's culture and workplace environment, including its commitment to equity, diversity, and inclusion across racial, cultural, political, and ideological differences

Additional Conditions of Employment (applicable to all positions)

- Some out of town and overnight travel required, approximately 10 to 15%
- The work environment is a typical office setting, requiring regular sitting; frequent talking, hearing, repetitive motions such as typing and writing
- Requires close visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading
- Requires concentrated attention to execute responsibilities related to legal contracts, editing, writing, research, and understanding high-level concepts
- **RIPPEL REQUIRES ALL EMPLOYEES TO BE VACCINATED AGAINST COVID-19 AS A CONDITION OF EMPLOYMENT. LIMITED EXEMPTIONS ARE AVAILABLE FOR MEDICAL AND RELIGIOUS REASONS.**
- Fully remote or hybrid position. Northeast location preferred, within easy commuting distance to either our Morristown, NJ or Cambridge, MA office.
- Rippel is committed to an ongoing journey for equity and justice. We prohibit discrimination and harassment based on characteristics, perceived or actual, protected by applicable federal, state, and local laws or ordinances in all employment practices. We encourage applications from those who, through both their work and lived experience, can further our efforts to help create just systems where all people thrive.
- Any applicant who needs an accommodation due to a disability should contact Human Resources at awells@rippel.org.

Salary:

Senior Program Associate \$76,000 - \$85,000

Program Associate \$68,000 - \$76,000

Program Coordinator \$61,000 - \$68,000

Rippel offers a comprehensive and flexible benefits package including health insurance, dental insurance, vision insurance, basic life/LTD, flexible spending accounts, 401k, and generous paid time off, including paid family leave.

Click here to apply:

<https://apply.workable.com/fannie-e-rippel-foundation/j/9563B1B44B/>