

The Rippel Foundation has an opening within its program staff for an Associate Director. In addition to direct responsibilities on Rippel project and program teams, this individual will also serve as the Deputy Director to one of Rippel's Executive Vice Presidents.

The new staff member 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.

Associate Director, Systems Change

Job Description

Classification: Full-time; Exempt; Benefits-eligible

Summary

Reporting to an Executive Vice President, the Associate Director, Systems Change advances the goals of Rippel programs by designing, leading, and administering projects to successful results, often in collaboration with external partners serving diverse communities; modeling and setting norms and expectations for high performing, collegial teamwork, inclusion and equity; and through this work, contributing to building Rippel's reputation, capacities, and strengths. The Associate Director proactively participates in advancing the Rippel Strategic Roadmap by identifying cross-organizational and strategic partnership opportunities and collaborating in cross organizational activities. The Associate Director possesses expertise in at least one functional area (e.g. evaluation, communication, business development/strategic partnerships, coaching/close accompaniment, or human centered design) and generalist knowledge across other practice or functional areas, with solid enough understanding to seek appropriate expertise or input. With a true commitment to equity, diversity, and inclusion, the Associate Director seeks to bring together individuals with different histories and experiences to Rippel's work.

Duties and Responsibilities

- Serve as a thought partner to one of Rippel's Executive Vice Presidents (EVP); work as part of a four-person coordinating team (two EVPs, Two Associate Directors/Deputies) to help build organizational culture, implement leadership priorities, and to facilitate and lead organization-wide convenings
- Conceptualize, plan, conduct, and manage multiple discrete research, influence, place-based and/or evaluation projects to advance Rippel goals; direct projects so that they are completed on time, on budget, and with high quality; prepare effective workplans, negotiate contracts, and develop and monitor budgets
- In conjunction with an EVP or Director, compose and lead diverse teams effectively to accomplish projects successfully; manage internal staffing challenges, conflicts, and celebrations

to ensure the successful functioning of project teams and to promote a collegial and productive work environment

- Supervise Program Associates, Senior Program Associates, Program Coordinators, and consultants and contractors as required on individual projects/programs; work effectively with management team members and other project directors who serve as contributors to projects; effectively communicate work instructions, assignments, and processes; review work products and provide constructive feedback
 - For direct reports, work closely to manage workflow, conduct regular performance reviews, and support professional development
 - For matrixed team members, effectively communicate with other supervisors to coordinate workload and contribute to employee reviews
- Produce meaningful, culturally contextualized findings from research and practice. Identify and present key themes from findings to other team members and external audiences, where appropriate. Identify areas where such research and practice development are needed to advance the field.
- Collaborate with the Learning & Impact team to create and carry out cross-organizational learning opportunities to further the R & D, evaluation and learning goals of the organization with attention to our commitment to equity and creating systems where all people thrive.
- Participate in the ongoing communication of organizational learning to both internal and external audiences
 - Produce or supervise the production of publications, effective blogs, research reports, management reports, and proposals relevant to diverse audiences
 - Participate in conversations about the project's communication strategy
 - Participate in, and lead the development of, organizational activities and convenings, such as the All-Team Meeting and periodic Lunch and Learns
- Ensure that Rippel content is delivered effectively to multicultural audiences in writing, webinars, presentations, workshops and convenings
- Develop and facilitate the use of tools and practices with diverse external partners and groups
- Represent Rippel work to the broader field at workshops, conferences, advisory panels, and other networking opportunities; develop new relationships through networking opportunities, particularly with historically marginalized groups
- Effectively build and manage relationships with external partners, contractors and funders, including, but not limited to, ensuring evaluation and reporting obligations are meaningful and met
- Directly interface with senior management regarding projects, research activities, learning opportunities, and other relevant and appropriate areas
- Special projects and other
 - Provide ongoing review of internal work processes and project management, looking for possible upgrades or improvements
 - Develop new projects, research, and content delivery areas
 - Model and promote group norms for effective teamwork and intercultural collaboration
 - Participate in all staff meetings, organizational development, and ongoing team update meetings
- Other duties as assigned

Qualifications

- 5 years overall experience in the field and 2 years' experience in working as a project manager, or equivalent experience through a combination of education, work experience, and community engagement experience
- Masters degree in public health, business, public policy, or social sciences preferred but not required
- Demonstrated track record of success as a project manager in a collaborative environment
- Understanding of Rippel's mission and theory of change
- Understanding of the concept of equity and how it can apply to Rippel's work
- Ability to lead and supervise multicultural teams in a way that achieves project objectives, supports the professional development of team members, and contributes to a collegial working environment
- Ability to manage multiple projects simultaneously
- Ability to learn and master new skills and knowledge quickly
- Demonstrated excellence in critical thinking and analytic skills
- Demonstrated excellence in communication skills, including intercultural and cross-cultural communication
- Demonstrated excellence in nurturing strategic partnerships in service of shared goals
- Experience working effectively with diverse colleagues and clients
- 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

- 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.
- 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: \$96,000 - \$108,000 annually

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/6D6D29D92E/>