



Director of Business Operations

The Rippel Foundation is seeking a Director of Business Operations to provide the crucial operational infrastructure for our work towards an equitable future for health and well-being. As a key operational leader, you will be responsible for the cohesive and effective functioning of our core administrative areas – including the sound management of finance and accounting, human resources, legal, and information technology. Your leadership in these areas will directly enable our programmatic teams to focus on their critical work of catalyzing systems change.

This role offers a unique opportunity to shape not just the efficiency of our operations and the integrity of our finances, but also the experience of our team. You will partner strategically with the Director of Org Strategy & Culture to foster cross-functional alignment, drive organizational planning, and champion a supportive and engaging remote work environment where every team member can thrive. You will supervise day-to-day operations, proactively identify opportunities for improvement, and play a pivotal role in building an operational and financial foundation that allows Rippel to maximize its impact.

The Director of Business Operations is a remote position and reports to the Director of Organizational Strategy & Culture. This role will oversee the effective functioning of the core administrative areas including: finance, accounting, human resources, legal, and information technology. This position will supervise a full-time Finance Associate, will oversee part time legal and contracted IT support.

Who you are:

- **Operationally Savvy and Strategic.** You appreciate the importance of a well-functioning back office and can think strategically about how operations can enable the organization's mission.
- **People-Centered and Collaborative.** You possess strong interpersonal skills and can build collaborative relationships across a remote, diverse team. You value open communication and foster a sense of belonging.
- **Financially Astute and Detail-Oriented.** You have a solid understanding of finance and accounting principles, including budgeting and reconciliation. You pay attention to detail and ensure accuracy in financial and operational matters.
- **Proactive and a Problem-Solver.** You take initiative, identify opportunities for improvement, and proactively seek solutions. You embrace an ownership culture and are comfortable sharing ideas and receiving feedback.
- **Mission-Driven and Equity-Focused.** You are drawn to Rippel's mission creating equitable health and well-being for all in the US and bring a lens of equity and belonging into your work.
- **Flexible and Agile.** You are comfortable navigating ambiguity and adapting to the evolving needs of a dynamic organization.

About the Rippel Foundation

The Rippel Foundation (Rippel) was established in 1953 to invest in initiatives addressing cancer, heart disease, the health of women and the elderly, and the maintenance of our nation's hospitals. In 2007, we refocused our approach to these priorities, recognizing that a commitment to broader health system change is essential to achieve real, lasting impact. Today, Rippel is a nonprofit operating foundation with one primary strategic purpose: to be a catalyst for an equitable future for health and well-being. We believe that this goal is attainable if enough of us—individuals and organizations in all sectors—see ourselves and each other as interdependent stewards in a growing movement to thrive together. To accomplish this, Rippel focuses on creating equitable health and well-being for all in the US, beginning with those who are struggling and suffering. Rippel helps stewards adopt new mindsets and practices, enabling them to better assure the vital conditions and urgent services that all people need to thrive exist in communities across the country.

Working at the cutting edge of system transformation and building on its deep experience and expertise, Rippel focuses on those stewards best positioned to affect change in philanthropy, health systems and corporations. Rippel also partners with peers in a growing field to shift commitments, relationships, actions, and investments as well as create new norms – all grounded in what people need to thrive.

Duties & Responsibilities

The Director of Business Operations will lead and manage the following core functional areas:

- **Finance & Accounting:**
 - Oversee internal accounting processes, reporting, and audit preparation.
 - Liaise with external auditors and investment consultants.
 - Lead the annual budgeting process and support financial planning and tracking.
 - Coordinate with the CEO and Finance Committee on endowment draw and investment matters, including budget reporting.
- **Human Resources:**
 - Lead day-to-day HR operations (e.g., onboarding, benefits administration, compliance, staff support, engagement in a remote environment).
 - Partner with the Director of Strategy & Operations to strengthen performance management, engagement, and organization-wide learning and development.
 - Drive continuous improvement of HR processes and policies.
 - Support a compensation study.
- **Legal, Risk & IT:**
 - Serve as the primary contact for contract management, legal coordination, insurance, and risk mitigation, supervising the part-time legal expert.
 - Collaborate with part-time contracted IT resources to maintain effective systems, ensure compliance, and support organizational operations, leveraging technology to automate business functions where possible.
- **Cross-Organizational Support:**
 - Work across the organization on HR matters, hiring processes, and with functional leads regarding budgets.
 - Provide monthly budget reconciliation reports to functional leads.
 - Serve as an on-call resource for project managers regarding project scopes and budgets.

Qualifications

- 7+ years of relevant work experience including demonstrated experience in managing core administrative functions within a nonprofit or foundation, including finance/accounting and human resources. Academic background within finance is preferred.
- Solid financial acumen, including experience with budgeting, financial reporting, and ideally some exposure to endowment management and audit processes.
- Strong understanding of HR best practices, with experience in day-to-day HR operations, staff support, and fostering engagement, ideally within a remote work environment.
- Proven ability to communicate effectively and collaborate across different teams and levels within an organization.
- Experience working in a remote environment and leveraging technology to improve operational efficiency.
- A commitment to Rippel's mission of advancing equity and social justice.

Additional Conditions of Employment

- Fully remote or hybrid position. Geographic location in the NY/NJ/PA area is preferred, but not required.
- Some out of town and overnight travel required, approximately 10% to 15%.
- The work environment is a typical hybrid office setting, requiring regular sitting; frequent talking; hearing; repetitive motions such as typing and writing; and use of virtual conferencing systems and practices.
- 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 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.
- Applicants requiring an accommodation due to a disability should contact Human Resources at awells@rippel.org.

Salary: \$140,000-\$160,000 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.

Apply at <https://apply.workable.com/fannie-e-rippel-foundation/j/8E1CE58206/>