



Executive Assistant

The Rippel Foundation is seeking an Executive Assistant (EA) to provide strategic and proactive operational support to the Chief Executive Officer (CEO) and play a key role in the effective functioning of the organization's operations and team culture. As a trusted partner and key representative of the organization, you will strategically manage the CEO's time, ensuring her focus is directed toward the most critical areas of catalyzing systems change. You will also be responsible for the seamless coordination of executive-sponsored meetings and serving as a key liaison to the Board of Directors, bringing a process-oriented, people-centered approach to your work.

This role offers an opportunity to support not just the senior leadership, but also the experience of our team. You will partner with the Senior Vice President, Strategy, Culture & Operations to plan and implement organizational initiatives such as team retreats, events, and culture-building programs.

The Executive Assistant is a remote position and will report to and work closely with the Senior Vice President, Strategy, Culture & Operations (SVP).

Who you are:

- **Highly Organized and Detail-Oriented.** You pay meticulous attention to detail, ensuring precision in scheduling, document preparation, and logistics coordination. You thrive in managing multiple priorities in a fast-paced environment.
- **Discerning and Strategic.** You exercise sound judgment, able to assess situations quickly and choose the best course of action. You think strategically about workflow implications.
- **Process-oriented and Technologically Savvy.** You have strong process-orientation, leveraging technology to streamline administrative practices and improve operational efficiency.
- **Relational and Collaborative.** You possess strong emotional intelligence and interpersonal skills. You can build collaborative relationships across a remote, diverse team and are an effective representative of an organization and leadership.
- **Proactive and Flexible.** You take initiative, identify opportunities for improvement, and proactively seek solutions. You embrace an ownership culture and are comfortable sharing ideas and receiving feedback. You are comfortable navigating ambiguity and are agile in adapting to the evolving needs of an organization.
- **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.

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 Executive Assistant will manage the following core areas in close collaboration with the Senior Vice President, Strategy, Culture & Operations (SVP):

- **Executive Support**
 - Provide strategic management and protection of the CEO's time and schedule, anticipating needs and navigating a dynamic and complex calendar
 - Coordinate seamless travel logistics for the CEO, including making travel arrangements, preparing detailed itineraries, and processing related expense reports
 - Manage the CEO's calendar with sound judgment and a humane, people-centered approach.
 - Ensure the CEO is prepared for meetings and engagements, by gathering necessary materials, conducting light research, and anticipating workflow needs
 - Track and log CEO engagements in the CRM and ensure timely follow-up on critical next steps
 - Partner with the CEO and SVP to provide full service support to the Board of Trustees
 - Serve as the voice and face of Rippel in helping build critical and sensitive relationships with diverse project partners, Board members, contractors, funders, and others
- **Meeting & Convening Coordination**
 - Coordinate and support all organization-wide and executive-sponsored meetings and events including Board of Directors meetings, Senior Leadership Team meetings, All-Team meetings, and, as needed, complex multi-organization external convenings
 - Manage the logistics of monthly Board Meetings calls and quarterly in-person Board Meetings including coordinating the scheduling, travel, facilities, technology, material compilation and catering
 - Oversee all logistical elements for high priority meetings, including venue selection, vendor management, technology setup, and materials compilation and distribution
- **Cross-Organization Support**
 - Partner with the SVP to help implement team culture events and initiatives, fostering a supportive and engaging remote work environment
 - Act as a point of coordination and communication between the CEO and various teams and external partners

- Manage the organization's master calendar, tracking all key dates, organizational deadlines, and team-wide events
- Support the organization's office move in 2026, assisting the Director of Business Operations with logistics, vendor coordination, and transition planning

Qualifications

- 5+ years of relevant work experience in executive support within a nonprofit, foundation, or public agency setting.
- Demonstrated expertise in project management, logistics planning and effective calendar coordination for a senior executive
- Excellent written and verbal communication, with the ability to represent the organization effectively to internal and external stakeholders
- Experience working in a remote environment and successfully managing complex meetings and event logistics
- A commitment to Rippel's mission of advancing equity and social justice.

Additional Conditions of Employment

- Fully remote or hybrid position. Geographic location within Central or Eastern Timezones is preferred.
- Some out of town and overnight travel required, approximately 10%.
- 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 ddinatale@rippel.org.

Salary: \$90,000-\$100,000 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.

Submit your application at

<https://apply.workable.com/fannie-e-rippel-foundation/j/57E15D8241/apply/>