Confidential Position Specification

Robert Wood Johnson Foundation

Chief Operating Officer

2020
POSITION SPECIFICATION

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<th>Position</th>
<th>Chief Operating Officer</th>
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<tr>
<td>Organization</td>
<td>Robert Wood Johnson Foundation</td>
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<tr>
<td>Location</td>
<td>Princeton, NJ</td>
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<td>Reporting Relationship</td>
<td>The Chief Operating Officer (COO) reports to President and CEO Rich Besser. Direct reports include VPs/Directors of Human Resources, Buildings and Facilities, Business/Administrative Services, Information Technology (IT), and Finance.</td>
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<tr>
<td>Website</td>
<td><a href="http://www.rwjf.org">www.rwjf.org</a></td>
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ORGANIZATION BACKGROUND

The Robert Wood Johnson Foundation (RWJF) is the nation’s largest philanthropy dedicated solely to health. For nearly 50 years, the Robert Wood Johnson Foundation has worked to improve the health and well-being of everyone in America. Robert Wood "General" Johnson's sense of personal responsibility toward society was expressed in the disposition of his own fortune. He left virtually all of it to the Foundation, creating one of the world’s largest private philanthropies.

Since beginning as a small community foundation, the Foundation has had the opportunity to help shape key efforts to improve the nation's health and health care – from the development of the 911 emergency call system to the improvement of care at the end of life.

Now with assets of more than $11 billion, the Foundation awards over $450 million in grants annually. Working with its team of 287 dedicated professionals and wide-ranging partners, RWJF is committed to building a Culture of Health that provides everyone in America a fair and just opportunity for health and well-being. This requires removing obstacles to health, such as poverty and discrimination, and their consequences, including lack of access to good jobs with fair pay, quality education, housing, safe environments, and health care. After all, it's hard to be healthy without access to good jobs and schools, and safe, affordable homes.

Across the nation, gaps in health are large, persistent, and increasing – many of them caused by barriers set up at all levels of our society. RWJF is dedicated to improving health and well-being by addressing the social and structural determinants of health and health equity. We are working to broaden the discussion about what shapes health, and to set a new standard of health, equity, and well-being for all communities. Health equity surrounds and underpins the Foundation’s vision of a society in which everyone has an equal opportunity to live the healthiest life possible, no matter who we are, where we live, or how much money we make.

Through a wide array of grant programs, the Foundation engages policymakers, business leaders, community groups, and many other stakeholders and leaders with a common interest in making it easier for everyone to get and stay healthy.
RWJF funds research to deepen understanding of some of America’s greatest health challenges and identify new approaches to bring about meaningful change. The Foundation also constantly evaluates and draws lessons both from their own programs and work many others have done. RWJF uses its voice to speak out and amplify other voices to shift mindsets and the national conversation towards health and well-being. The Foundation promotes policies, systems changes, and practices to catalyze change that leads to big improvements in conditions and systems for health.

**FOCUS AREAS**

RWJF is working to help achieve health equity and expand opportunity to pursue the best health possible, through investments in four broad areas:

- **Healthy Communities**
  Goal: To create the conditions in communities that allow all residents to reach their best possible health and well-being.

- **Healthy Children and Families**
  Goal: All families, no matter their background, have access to the resources they need to raise thriving children, fostering healthy development from a child’s earliest years.

- **Transforming Health and Health Care**
  Goal: Health care, public health, and social services work together to fully address the goals and needs of the people they serve.

- **Leadership for Better Health**
  Goal: Leaders of every community work inclusively to ensure everyone has a fair and just opportunity for health and well-being

_Diversity, inclusion, equity, and collaboration are fundamental principles at the Robert Wood Johnson Foundation. The wide-ranging experiences, passions, and perspectives of our staff enrich the work and strengthen our ability to address the nation’s most pressing health issues. The Foundation offers a collaborative, collegial, and creative work environment. With a career at the Robert Wood Johnson Foundation, one will make a difference._

**KEY RESPONSIBILITIES**

In this newly created role, the Chief Operating Officer (COO) will serve as an officer of the Foundation and as a strategic senior leader with primary responsibility for advancing the Foundation’s mission and vision through excellence in operations and administration, developing and implementing a plan to assume oversight of Human Resources and Administration (including buildings/facilities and business/administrative services management), IT, and Finance. Once this organizational restructuring is in place, the COO will be accountable for these functions, and will work closely with senior management colleagues responsible for programmatic activities, the Law and Investment departments, and the Executive Office. The COO is responsible for operational crisis management and continuity of operations, including cybersecurity.

Key areas of focus include:
Collective Leadership

- Provide vision, energy, and leadership for the RWJF’s operations and administration, as we work to help build a Culture of Health and promote health equity, both internally and externally.
- Demonstrate fidelity to our Guiding Principles.
- Inspire and support a culture that promotes diversity, inclusion, equity, and collaboration.
- Serve as a key advisor and counsel to the President and CEO on operational and administrative matters, especially related to Human Resources, Business/Administrative services management, Buildings/Facilities, IT, and Finance.
- Inform overall strategic direction of the Foundation, with special emphasis on operations and administration. Develop, articulate, and implement a strategy for critical infrastructure functions – Human Resources, Business/Administrative services management, Building/Facilities, IT, and Finance.
- Present to the RWJF Board of Trustees and Board committees, as needed, on goals, plans, and outcomes.

Management

- Establish, evaluate, and/or enhance administrative and operational goals, strategies, and structures to support the work of the Foundation.
- Inspire and support a learning culture across the Foundation.
- Manage, supervise, evaluate, and develop operational and administrative staff leadership for the short- and long-term.
- Develop action plans, business recommendations, efficient procedures, and sound policies that realistically support the organization.
- Promote and oversee relationships between internal operational and administrative resources and external entities, including government, vendors, and partner organizations.
- Provide financial oversight for operations and administration to ensure goals and objectives are accomplished.
- After evaluating current functions and developing and implementing a transition plan, the COO is accountable for the following functions:
  - Human Resources, Business/Administrative services management, and Buildings/Facilities: Includes strategic leadership, change management, and the lifecycle of talent management - recruitment and retention, organization engagement and performance management, training and development, succession planning, and compensation and benefits. Help set the tone and nurture a collaborative workplace environment and promote a culture of respect. Ensure effective and efficient use of facilities and Foundation resources to support the mission, including physical plant, dining, media services, administrative support, meeting management, and events.
Information Technology: Includes a mission-focused, effective and efficient enterprise-level IT strategy and operation. Ensure excellence in infrastructure, applications, development and maintenance, software architecture, and customer support. Oversee the effective and efficient use of technology to support the Foundation’s programmatic and operation’s needs, while maintaining a strong cyber-security profile; provide cybersecurity guidance.

Finance: Includes all of the Foundation’s financial operations and strong and well-maintained financial management and control systems - accounting, budgeting, financial systems and reporting, treasury, tax preparation and reporting, audit, and financial grants management. Collaborate and coordinate with the Investment department. In collaboration with the Chief Investment Officer, provide strategic guidance and recommendations to the Board about spending, taking into account administrative and programmatic needs, the Board’s spending policy, the status of the investment portfolio, the economic outlook, and other factors.

- Develop relationships across philanthropy to share and learn best practices.
- Other duties as assigned.

**PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

The successful candidate will have a minimum of 10+ years of experience in managing several of the following functions with increasing responsibility in a complex management and leadership role with direct people and performance management experience: Human Resources, Business/Administrative services, Building/Facilities, IT, and Finance.

In addition, the COO will have:

- Passionate commitment to supporting the Foundation’s mission and to the Foundation’s Guiding Principles.
- Demonstrated commitment to equity, diversity, and inclusion, personally and in previous leadership positions.
- Demonstrated success leading internal change management processes.
- The ability to quickly understand and articulate the Foundation’s mission and work to many audiences.
- A track record of impactful leadership, creative problem-solving, and organizational capacity building.
- Experience working as an integral member of a senior leadership team, having served as a key influencer, actively engaging with peers and mentoring teams with diverse levels of expertise.
- Demonstrated understanding of business functions in the Human Resources, Business/Administrative, Facilities/Building services management, IT, and Finance departments.
• A background well versed in Finance, and in data privacy, cybersecurity strategy, and cyber-security threat mitigation planning.

• Commitment to quality improvement.

• Excellent interpersonal skills: high EQ, collegial, collaborative, energetic, able to develop productive relationships with colleagues, consultants, vendors, and others who contribute to the effective and efficient functioning of operations and administration.

• Exceptional people management skills.

• A sense of humor.

• Superior communications and presentation skills, both oral and written.

• Availability to travel, as needed.

EDUCATION
A Bachelor’s degree is required. An advanced degree is preferred (e.g., MBA).

COMPENSATION
A competitive compensation package will be provided to attract outstanding candidates.

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