POSITION: Executive Business Partner, U.S.

Executive Support, Project Management & Operational Coordination

REPORTS TO

Director of Global Operations, dotted line to U.S. Programs Leadership

SUPERVISORY RESPONSIBILITIES

May supervise junior roles, manage contractor engagements

LOCATION

Remote, commutable distance to the downtown Washington DC office for regular office runs. Further occasional domestic and international travel to be expected.

JOB SUMMARY

We are seeking an experienced, highly organized, and resourceful Executive Business Partner to support the Executive Chair and Director of Strategy of U.S. Programs, as well as the Director of Global Operations.

This role is for someone who enjoys being a trusted partner to senior leadership, anticipates needs, brings structure to competing priorities, and takes genuine pride in making complex work run smoothly. We need a proactive problem solver who takes ownership, exercises sound judgment, and follows through without requiring constant direction.

We welcome candidates from a variety of professional backgrounds, including established Executive Assistants, Executive Business Partners, Project and Program Managers, Administrative Managers, and Operations Professionals. What matters most is your ability to combine exceptional executive support with independent thinking, strong organizational skills, and a service-oriented approach.

This is a hands-on position requiring both meticulous attention to detail and an understanding of the bigger picture. You should be equally comfortable managing complex calendars, coordinating across international time zones, driving projects forward, and improving how work gets done. No task is too small when it contributes to the team's effectiveness.

The position is primarily remote, with regular office runs and occasional in-person responsibilities at our downtown Washington, DC office.

CORE COMPETENCIES

- Ownership and Initiative: Anticipates needs, takes responsibility for outcomes, and moves work forward without waiting for instructions.
- Sound Judgment and Problem Solving: Evaluates options, recommends solutions, and knows when to act independently or escalate.
- Exceptional Organization: Maintains accurate calendars, manages competing priorities, and consistently delivers meticulous work.
- Professional Confidence and Discretion: Communicates effectively with senior leaders, handles sensitive information appropriately, and constructively challenges assumptions.
- Adaptability and Resilience: Remains effective through changing priorities, ambiguity, and competing deadlines.
- Collaborative Service Mindset: Takes pride in enabling others to succeed through reliability, responsiveness, and proactive partnership.

ESSENTIAL FUNCTIONS

Executive Partnership and Administrative Management (50%)

- Serve as a trusted partner to three senior leaders, understanding their priorities, commitments, and individual working styles.
- Independently manage complex executive calendars across multiple time zones, proactively resolving conflicts, anticipating scheduling needs, and protecting leadership time.
- Coordinate domestic and international travel, including itineraries, accommodations, transportation, and associated logistics.
- Prepare meeting agendas, presentations, correspondence, briefing materials, and other executive documentation.
- Anticipate administrative and logistical needs, ensuring leaders are prepared for meetings, travel, and organizational commitments.
- Serve as a professional point of contact for internal and external stakeholders, exercising discretion and maintaining confidentiality.

Executive Workflow Management and Follow-Through (25%)

- Establish and maintain reliable systems for tracking executive priorities, decisions, deadlines, and commitments.
- Translate leadership discussions into actionable next steps, coordinating responsibilities and following through to completion.
- Proactively identify competing priorities, potential bottlenecks, and operational challenges, recommending practical solutions.
- Coordinate across Global Operations, U.S. Programs, and other teams to facilitate communication and timely execution of leadership priorities.
- Prepare concise updates and decision summaries, independently resolving routine issues and escalating matters requiring leadership attention.

Operational Projects and Process Improvement (20%)

- Independently coordinate a small portfolio of defined administrative and operational projects, including planning, milestones, stakeholder engagement, and delivery.

- Identify opportunities to streamline executive workflows, improve administrative processes, and reduce unnecessary manual work.
- Develop and maintain project trackers, templates, standard operating procedures, and other organizational tools.
- Coordinate implementation of approved improvements, monitor progress, and proactively address risks or delays.
- Leverage collaboration platforms, automation, and digital tools to strengthen efficiency and accountability.

Washington, DC Office and Meeting Coordination (5%)

- Serve as a local administrative point of contact for the downtown Washington, DC office.
- Coordinate mail collection, deliveries, office supplies, and routine office-related matters.
- Prepare meeting spaces and coordinate logistics for visiting colleagues, leadership meetings, and organizational gatherings.
- Liaise with building management and vendors as needed and attend the office for essential in-person responsibilities.

Decision-Making and Accountability

The Executive Business Partner is expected to work independently, exercise sound judgment, and take ownership of responsibilities within established policies and delegated authority.

The role requires the ability to prioritize competing requests, resolve routine operational challenges, recommend process improvements, and coordinate projects without continuous supervision.

The position does not carry responsibility for organizational budget management, financial resource allocation, strategic policy approval, or personnel decisions outside any specifically delegated supervisory responsibilities.

MINIMUM QUALIFICATIONS

- 5+ years of progressively responsible experience in executive support, senior administrative coordination, business operations, or a related professional role.
- Demonstrated experience simultaneously supporting multiple senior leaders with complex and competing priorities.
- Exceptional calendar management skills, including experience coordinating across international time zones and competing priorities, across geographically dispersed teams and different cultural contexts.
- Proven ability to work independently in a remote-first or geographically distributed organization.
- Ability to manage confidential information with discretion and professionalism.
- Strong organizational judgment, problem-solving capabilities, and a proactive approach to identifying and addressing needs.
- Ability to attend the downtown Washington, DC office as needed.

Strongly preferred

- Demonstrated experience coordinating projects, managing competing deadlines, and ensuring follow-through on deliverables.

- Excellent attention to detail and a consistent record of producing accurate, dependable work.
- Strong written and verbal communication skills, including the ability to interact confidently and professionally with senior leaders and external stakeholders.
- Advanced proficiency with Microsoft 365 and experience using digital collaboration or project management platforms.

PHYSICAL DEMANDS

This role is primarily performed in a remote/home office environment with potential to work at RAP's DC office. The role requires the ability to remain stationary for extended periods, operate standard office equipment, move about an office setting, and occasionally lift or move light office materials and packages. Reasonable accommodation will be provided in accordance with applicable law.

RAP'S COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

RAP team members are hired and compensated based on job-related qualifications and abilities. We strive to provide a work environment that allows our team members to feel safe and respected. We value the dignity and worth of each individual and do not tolerate any form of employment discrimination, including harassment, and any mistreatment due to race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

RAP provides reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws. If you need to inquire about accommodation or need assistance with completing the application process, please email hr@raponline.org

COMPENSATION AND BENEFITS

The compensation range is set at $80,000-110,000.00, in alignment with the current global compensation framework.

Final salary will be determined based on factors including years of relevant experience, depth of subject matter expertise, demonstrated impact, and organizational needs. In addition to base salary, RAP offers a competitive benefits package for U.S.-based employees, which includes a healthcare stipend, generous paid time off and holidays, 5% retirement contribution and flexible work arrangements to support employee wellbeing and work-life balance.

JOB COMPETENCY LEVEL: 3, Individual Contributor

Support Allocation: 50% Global Operations / 50% U.S. Programs