



**Position announcement:  
Chief Operating Officer  
Illinois Public Health Institute**

The Illinois Public Health Institute (IPHI) is seeking an experienced leader with a strong administrative, financial and risk management background to serve as the Chief Operating Officer. Reporting to the CEO and serving as an integral member of the senior leadership team, the COO is responsible for the development of IPHI's financial management and administrative strategy and contributes to the development of the organization's strategic goals. In addition to the strategic components, the COO is charged with developing and implementing sophisticated policies and procedures both in the finance and operational realms.

The COO acts as the organization's Chief Financial Officer (CFO). They will lead IPHI's financial and operational, and administration functions. This is a full time, exempt position.

**About the Illinois Public Health Institute**

The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to promote prevention and improve public health systems in order to maximize health, health equity and quality of life for the people of Illinois. IPHI has a nearly \$8 million budget and 27 staff working in three program centers: Center for Community Capacity Development, the Center for Health Information Technology, and the Center for Policy and Partnership Initiatives. More information can be found on our website at [www.iphionline.org](http://www.iphionline.org). IPHI receives grants from foundations and federal and state governments and fee-for-service revenues from collaborative partners and clients.

**POSITION RESPONSIBILITIES**

**Finance and Accounting**

- Develop and oversee financial strategies and operations in line with organizational objectives by analyzing financial information, making recommendations to improve financial performance and support decision-making, and developing efficient financial policies, procedures, systems and internal controls.
- In consultation with the CEO and senior program staff, oversee the development of the annual organizational budget. Closely monitor organizational budget, develop projections, oversee monthly closing and preparation of accurate and timely monthly financial statements; identify and make recommendations on managing variances and proposing revisions.
- Lead processes to develop and win approval of IPHI's negotiated federal indirect rate with the federal government and ensure compliance and timely submissions of materials for Illinois' GATA requirements.
- Work with program staff to prepare budgets and pricing for all funding applications and contract proposals. Support program and accounting staff to manage and monitor program and project budgets, and ensure that projections are accurate, up-to-date and that actual revenue and expenses align.
- In conjunction with CEO, program staff, finance staff and auditor: oversee all financial reporting and audit activities including preparation of financial reports on all grant funded projects, independent 501c3 audit and federal Single Audit, preparation of state and federal tax filings and preparation of annual financial statements.

- Monitor and ensure adequate cash flow, including overseeing federal cash drawdowns and reporting to ensure timeliness and compliance with cash transaction regulations. Oversee grant and fee for service receivables and ensure timely payment requests and invoicing consistent with grant awards and project contracts.
- Oversee banking relationships and serve as the primary liaison with all financial institutions, oversee and monitor banking and credit activities of the organization, and negotiating with financial institutions for lines of credit or other financial services and required and appropriate.
- Lead training of and provide support to all staff to understand and comply with financial policies and procedures from initial onboarding and ongoing.
- Oversee the development and supervision of the finance department staff to conduct and implement day-to-day accounting and financial activities, including A/R, A/P, payroll, reconciliations, monthly expense allocations, accruals, preparation of financial reports, and cash management activities.

### **Contract Management, Procurement, Risk Management, and Legal**

- Direct and manage effective contract management protocols and processes for contracts that come into and out of IPHI, including timely, accurate reporting, proper financial controls, budget management, and performance tracking.
- Develop and manage procurement processes and practices to ensure compliance with contractual and grant requirements (including federal allowable costs and any MBE/WBE requirements, efficiency and cost effectiveness.
- Serve as the primary point of contact with insurance broker and business insurance providers to secure comprehensive and cost-efficient business coverage to protect the organization and comply with contractual obligations
- Serve as primary point of contact with IPHI's attorneys, develop and implement legal policies and procedures; identify and address legal issues especially as related to contracting, compliance and risk.
- Identify, administer and improve policies and processes to ensure the safety and security of staff, visitors, and partners in the office and at IPHI events and programs.

### **Human Resources**

- Implement and work with external consultants to effectively realize IPHI's diversity, equity and inclusion goals with respect to recruitment, employee engagement and satisfaction, and leadership development.
- Oversee recruitment, hiring, onboarding and training, employee relations and retention, promotions, and terminations
- In conjunction with IPHI's external HR partner, oversee benefits, maintain up-to-date HR policies, procedures and employee handbook, and ensure consistent deployment of practices and procedures by managers. Ensure compliance with state and federal laws such as ACA, ADA, EEOC, and FLSA.
- Work with leadership team and managers to conduct staff planning, develop job descriptions, and develop and implement professional development approaches

### **Information Technology, Facilities, and Office Administration**

- Supervise Manager of Office Operations and Information Systems to support IT, office supports and facilities to ensure smooth day-to-day operations of the organization and ability of staff to be productive and efficient.

- Plan for and implement continuous improvement of IT infrastructure in order to ensure a consistent and secure environment, including: hardware and software acquisition, maintenance and replacement; implementation of new advances in information systems that enhance IPHI's effectiveness.
- Oversee implementation, maintenance and effective staff use of IPHI's Salesforce CRM, including working with staff teams and external consultants to most effectively deploy the system.
- Negotiate and oversee management of capital purchases and leases and facilities leases, manage leases and assets, and oversee communications and interactions with the landlord and other external facilities partners.
- Ensure institutional records are maintained in an accessible yet secure manner and oversee records retention policies and procedures.

### **Leadership**

- Ensure that the financial, administrative and operational functions of the organization are in line with IPHI's mission and strategic goals.
- Promote best practices in non-profit management while upholding the highest standards of integrity and fiduciary responsibility.
- Supervise finance and administration staff team and supporting the administrative functions of program staff, promoting a culture of high performance and continuous improvement
- Advise the CEO on agency operational and strategic issues and serve as a member of the senior staff team.
- Support the organization's rapid recent growth with effective change management approaches and identification and implementation of new financial and organizational initiatives to support the growth process.
- Contribute to the development of IPHI's strategic goals and objectives as well as the overall management of the organization
- Serve as the liaison to the board of directors and executive committee on financial, operational and administrative information

### **QUALIFICATIONS:**

- Master's degree in business, management, or non-profit administration, or equivalent experience. IPHI values multiple pathways to attaining professional experience and education.
- A minimum of 15 years of work experience as an employee (preferred) or board member of a nonprofit organization;
- Must have significant expertise in non-profit accounting rules, GAAP, and government contract regulations with a demonstrated ability to analyze and report on financial data to inform organizational decision-making.
- Experience in contract management including development and vetting of contract documents, monitoring, and compliance and administration of federal and state regulations.
- Knowledge of employment and benefits law and human resources best practices and experience in HR policy development, including experience promoting and advancing diversity, equity and inclusion in the workplace.
- Experience in overseeing information technology systems, facilities, and general office operations;
- Exceptional management skills; ability to influence and engage direct and indirect reports and peers, strong mentoring, coaching experience to a team with diverse levels of expertise and backgrounds.
- Exceptional judgement, professionalism, and discretion in handling confidential and sensitive situations and matters.

- Strong verbal, written, organizational, analytical and interpersonal skills. Demonstrated experience as a proactive and creative problem solver.
- Ability to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and able to adapt to change and growth.
- Self-motivated to learn new concepts and participate in new projects.
- Proficiency in Microsoft Office, Excel, Word and Powerpoint; Quickbooks and other accounting software; and database management/CRM systems (Salesforce preferred).
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.

### **Job Requirements**

- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday.
- Must be able to move about the office and at offsite events to access files, supplies, and assist with event set up.
- The position requires frequent communication with internal and external customers. Attention to detail in these communications is a key aspect of the job.
- The position requires occasional work on evenings or weekends. No significant travel is anticipated.

**Compensation:** \$120,000 - \$140,000 depending on experience and qualifications. Competitive benefits including health, dental, disability and life insurance, sick and vacation time, and a retirement plan with employer matching contributions.

**Location:** The position is located in Chicago at the IPHI office in the west Loop.

**Starting Date:** February, 2020

**Application Instructions:** To apply, please submit a resume, cover letter and writing sample. Review begins immediately, and applications will be accepted until the position is filled; interested candidates are encouraged to apply early. The cover letter should compare your qualifications and experiences to the responsibilities and qualifications for the position. Please submit application materials electronically to [COOJobSearch@iphionline.org](mailto:COOJobSearch@iphionline.org).

Visit [www.iphionline.org](http://www.iphionline.org) for more information about IPHI.

*IPHI is committed to diversity, equity and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply.*

### **No phone calls, please.**

*The Illinois Public Health Institute is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position.*