



**Illinois Public Health Institute (IPHI)**  
Center for Health Information and Technology (CHIT)  
Position Description: Program Manager 2 (Policy and Systems)

**The Policy Program Manager shapes DASH’s engagement for policy and systems change**

For five years, Data Across Sectors for Health (DASH) has supported communities across the country to increase their capacity to collaborate and share data to improve community health, well-being, and equity. In the next phase of our work, DASH is leveraging the lessons from over 100 funded projects to advance state-level policy and systems changes. The Policy Program Manager will develop strategies, manage program operations and awards, and coordinate with policy partners to identify meaningful state policy and systems changes that support community capacity development.

**Position Summary**

This state policy focused work builds on and leverages DASH’s growing reputation and relationships in the field of community-based data sharing and will be an exciting and challenging policy development opportunity. The Policy Program Manager will initially focus on mining internal and external information to identify promising opportunities for community and state interventions and building relationships with national partners for this work. The next stage of work involves co-designing an award program that funds community-state partnerships to advance policy and systems. The Policy Program Manager will also engage comprehensively with the other streams of work within the DASH Program Office, both as a contribution to the overall team goals and objectives, and to identify opportunities to connect policy and system change to other DASH programming.

**DASH Program Office**

[Data Across Sectors for Health](#) is led by the [Illinois Public Health Institute](#) in partnership with the [Michigan Public Health Institute](#), funded by the Robert Wood Johnson Foundation. DASH is also the coordinating partner for [All In: Data for Community Health](#), a dynamic and continually evolving partnership of national and regional programs that have joined forces to form a learning collaborative and coordinate technical assistance and peer-to-peer learning activities for those tackling common challenges. On February 15, 2020, DASH began its new 2.5-year plan that includes three broad goals focused on systems change, community capacity improvement and national reach. The day-to-day work includes facilitating meetings and calls with a dynamic mix of internal colleagues, partners and external stakeholders, as well as planning and advancing activities outlined in project workplans. We work closely with our partners and funder to explore and build new relationships that contribute towards our understanding of the landscape, shape programmatic activities, and reinforce our goals for long-term impact. The Policy Program Manager will be especially engaged at the intersection of state policy opportunities and local community capacity building efforts.

**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 to maximize health, health equity and quality of life for the people of Illinois. IPHI leads initiatives through the Center for Community Capacity

Development, the Center for Health Information Technology (CHIT) which houses DASH, and the Center for Policy and Partnership Initiatives. IPHI's CHIT, which houses DASH, works to ensure that public health data and information are used to strengthen policy, planning and program development by working for improved public and private data collection, integration and dissemination. More information is available on IPHI's website at [www.iphionline.org](http://www.iphionline.org).

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

## **Duties and Responsibilities**

### Project Management

- Develop and implement strategies to support community collaborations in their efforts to partner with state government to enable multi-sector data sharing.
- Coordinate programs across stakeholder groups to implement policy and systems goals for DASH
  - Conduct research to document barriers and opportunities for state government to enable and foster multi-sector sharing data among local community collaborations.
  - Develop, manage and monitor multi-sector state-community data-sharing initiatives
  - Advance the DASH Policy Roadmap, including the development of supplemental resources that would make the tool actionable and usable to a wide variety of communities.
- Develop content and lead learning activities for policy and systems change efforts. This may include online meetings, webinars, conference calls and in-person events to accomplish project goals. Administrative tasks may be included as part of the execution of project activities.
- Develop working knowledge of DASH funding programs and awardees including project focus, budgets, workplans, deliverables, reporting requirements and associated timelines.

### Relationship Management and Communication

- Foster and maintain relationships with key local, state and national stakeholders, including government agencies, health care, policymakers, and grantee community-based organizations.
- Manage contracts, scopes of work and collaborative agendas with national partners, subject matter experts, Mentors, mentees, and other stakeholders.
- Lead, support and monitor calls with community collaboration leaders, including DASH grantees, to document project progress and impact, identify technical assistance needs, facilitate connections to other communities, identify opportunities to support and communicate their progress, lessons and spread/scale opportunities.
- Participate in the *All In* online community by contributing to discussions, sharing resources, and maintaining vibrant engagement on the platform.
- Represent IPHI, the DASH Program Office and/or All In at external events including regional and national meetings and conferences.
- Draft, contribute to, and review publications including reports, white papers, background documents, presentations, fact sheets, and content for newsletters.

### Strategy, Planning and Program Development

- Identify opportunities for DASH and IPHI to advance policy, systems and environmental change goals in support of multi-sector data sharing, and health, well-being and equity.
- Research and recommend program goals, policies, budget and funding modifications to advance strategic objectives.
- Identify opportunities and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and stakeholders.
- Support and nurture relationships with program funders and lead proposal development for future/related programs.

Other duties as identified.

### **Required Qualifications**

We are looking for the right person for this important role, which means we are open to candidates with a range of educational and work experiences, as long as they have demonstrable proficiency in the issues and skill sets described above. The best candidate might have a PhD in Health Economics, or a Master's degree in Public Policy with five years of experience engaging state decision-makers, or a Bachelor's degree in social work with seven years of experience as a health or community advocate.

- Generally, we are seeking education and/or experience equivalent to a master's degree in a field related to public health, healthcare administration, public administration, public policy, law, or social work, or comparable degree program. IPHI values multiple pathways towards attaining professional experience and education.
- A minimum of three years of direct experience in policy development, research or advocacy, especially related to the intersection of health and human services, health care and public health.
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Strong critical thinking skills, a systems perspective, and the ability to anticipate and solve problems in a timely and professional manner.

### **Desired Qualifications**

- Understanding of and experience with one or more of the following: multi-sector collaboration and community-based data-sharing; or health and health care information technology, data analytics, and informatics
- Demonstrated experience or knowledge of funding mechanisms for health systems transformation, including Medicaid innovation or other federal waiver programs, value-based payment or other public/private financing innovations
- Experience in project management, program evaluation, community engagement, or budget and financial reporting.
- Exposure to or knowledge of any of the following: social determinants of health indicators, health equity, community-based social services, community collaboration, multi-sector data sharing, and systems thinking.
- Excellent organizational, communications and interpersonal skills are required; the successful candidate will be thorough and detail-oriented with strong and versatile writing skills.
- Proficiency in Microsoft Office, Google docs, and other project management tools.
- Experience with GoToWebinar, Google Drive, Monday.com, Salesforce or other CRM software, or other online content management systems.

## Work environment

- The DASH Program Office is a partnership between IPHI and the Michigan Public Health Institute. The team's work includes frequent scheduled and on-demand phone and video calls, virtual and in-person meetings, shared document development, and access to online collaboration systems and platforms.
- At IPHI, the DASH team includes eight professionals who work closely and collaboratively, contributing to the whole while maintaining accountability for specific work plans and deliverables. IPHI has grown to about 30 full time employees.
- DASH is building a strong culture of mutual contribution and accountability, works from a strategic operations plan and detailed workflow documents. The team works hard towards mutual goals, documenting lessons and experiences, and is continuously scanning the landscape for opportunities relevant to the long-term goals and deliverables.
- The successful candidate will be able to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and able to adapt to change and growth.
- Candidates should have the ability to work independently and as part of project teams.
- IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work are highly valued.

## 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 Policy Program Manager must be able to travel for one or more nights from time to time.

**Compensation:** \$57,000 - \$67,000 annual salary, based on qualifications; competitive benefits

**Location:** The position is located in Chicago at IPHI's West Loop office.

**Starting Date:** March 2020 or as soon as possible afterward

Application Instructions: Please submit a resume, cover letter and writing sample to be considered for this position; **applications will be reviewed on a rolling basis**. The cover letter should compare your qualifications and experiences to the duties and responsibilities of the position. Please submit your application materials to [jobsearch@iphionline.org](mailto:jobsearch@iphionline.org); put the job title ("Policy Program Manager") in the subject line of your email. No phone calls, please. Visit [www.iphionline.org](http://www.iphionline.org) for more information about IPHI's mission and work.