



Illinois Public Health Institute Position Description Program Manager 2: Alliance for Health Equity

The Illinois Public Health Institute (IPHI) is seeking an experienced, passionate, and well-organized team member to manage various aspects of the [Alliance for Health Equity](#). The position will support program operations, coordinate with partners, and work with the center director and program director to implement strategies for workgroups and collaborative initiatives of the Alliance, with a primary focus on supporting the Alliance's structural and social determinants of health and policy portfolio. The position is full-time exempt and reports to the Program Director for the Alliance for Health Equity. IPHI's standard work week is 37.5 hours.

About IPHI

The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to improve public health systems to maximize health, health equity, and quality of life for people and communities. IPHI has a nearly \$8.5 million budget and 29 staff working in three program centers: the Center for Community Capacity Development, the Center for Health Information Technology, and the Center for Policy and Partnership Initiatives. More information is available on IPHI's website at www.iphionline.org.

About the Alliance for Health Equity

In 2015, IPHI partnered with non-profit hospitals and the Chicago and Cook County Departments of Public Health to launch this collaboration of 30+ hospitals collaborating with community partners and health departments to improve health equity, wellness, and quality of life across Cook County from the neighborhoods of Chicago to the municipalities of the suburbs. Since then, the Alliance has produced two collaborative CHNAs and fostered initiatives across social and structural determinants of health and mental health and substance use disorders priorities generated from the CHNA.

The Alliance for Health Equity operates the following committees and workgroups: policy; data; trauma informed hospitals; social and structural determinants of health (food access and food security; housing; community safety; racial equity) and mental health and substance use disorders (mental health first aid; opioid treatment and response; and faith communities). The program manager will have primary responsibility for supporting the strategies and implementation activities of the food and housing workstreams, as well as the policy committee.

Duties and Responsibilities

Project Management

- Create and manage work plans, and provide leadership and oversight of day-to-day program execution of the housing, food access and policy committees
- Coordinate and foster collaboration among IPHI staff, hospital staff, community partners and health departments to achieve program goals including:
 - Plan and facilitate workgroup and committee meetings, including developing agendas, creating materials and resources, inviting presentations, etc.
 - Work with partners to refine strategies and manage collaborative implementation initiatives
 - Foster shared learning and cross-organizational capacity building on health and racial equity,

socio-economic, and structural determinants of health

- Identify and engage stakeholders and subject matter experts to advise and support strategy development and implementation as well as technical support as resources allow.
- Coordinate strategies and program goals with other Alliance for Health Equity committees and other IPHI programs.
- Monitor and report on project goals
- Manage and report on budgets, as appropriate

Relationship Management and Communication

- Create and manage communications to further program work, such as case studies, success stories, lessons learned, as well as promoting and marketing program events and activities. Collaborate with IPHI's communications staff to develop and update web page content.
- Initiate, manage and deepen relationships with stakeholders and collaborators across sectors to leverage expertise and advance program goals and negotiate solutions to identified problems. Represent IPHI at external venues to support cross-sharing of information among organizations
- Engage people with lived experience throughout various phases of initiatives such as co-design and implementation of strategies.
- Support and nurture relationships with potential funders and organizational clients, recommend funding opportunities, and lead proposal development for revenue and resource development initiatives.

Strategy, Planning and Program Development

- Apply health equity and racial equity frameworks and tools to program planning, implementation, and evaluation.
- With subject matter experts, identify, research and report on relevant evidence-based state, local and national public policies, systems, interventions and environmental changes related to the Alliance for Health Equity's socio-economic and structural determinants of health priorities.
- Contribute to policy analysis and background research to support policy development. Background research may include literature review, synthesis of emerging best practices and models, key informant interviews with policy experts, synthesis of key takeaways at public meetings and committees, etc.
- Identify opportunities for program development and recommend program goals, including working across partners and stakeholders to identify and implement cross-cutting strategies and activities. Identify policies, budget and funding modifications that could further develop the program.
- Set priorities for program operations and contribute to the development, design and execution of program deliverables.

Continuous Improvement

- Identify and recommend program improvement opportunities to deepen program impact, create program capacity, promote operational efficiencies and/or improve budget management
- Work with evaluators to develop evaluation reporting templates, timelines, and guidelines for the initiative; monitor partner activity and achievement of milestones and outcomes
- Monitor and report on IPHI and partner activities and achievements to evaluators, and participate in program reporting to funders
- Work with the program director and center director to identify and solve problems, address barriers, ensure health equity, make connections between programs and conduct quality assurance and quality improvement activities

Other duties as assigned.

Qualifications

The ideal candidate will have:

- Master's degree or equivalent experience in a field related to public health, social work, community development, planning, public administration, health policy or similar field, with a minimum of three years of work experience in project management. IPHI values multiple pathways towards attaining professional experience and education, and candidates are encouraged to describe equivalent experiences in lieu of educational attainment, including demonstrated leadership successes, progressive leadership roles, content expertise, and thought leadership, as well as relevant experiential learning. Individuals with lived experience in the priority program areas or experience as a peer service provider are encouraged to apply.
- Knowledge of and experience working for racial equity and health equity and in addressing social and structural determinants of health (such as housing, food access, community safety, or economic development) is required. Experience working to address policy and system barriers is also desired.
- Knowledge of and experience working with a range of stakeholders, including communities most impacted by health inequities; healthcare systems and healthcare providers; and community-based organizations.
- Additional knowledge and experience that is desirable for this position:
 - Knowledge of the Chicago and Cook County social and human service landscape related to food systems and/or housing
 - State and federal policy environment related to social, economic and equity issues that influence health
 - Knowledge of funding mechanisms for health systems transformation, including Medicaid and other public/private financing innovations
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Strong writing skills.
- Strong data collection and analysis skills.
- Proficiency in Microsoft Office, email, Google docs and Drive, and the ability to use Salesforce or other CRM software. Also desired are experience with GoToWebinar or other webinar software, and/or web page and social media management.
- Strong critical thinking skills, and ability to anticipate and solve problems in a timely and professional manner.
- Ability to assess and incorporate feedback.

IPHI is a collegial workplace whose mission is to partner to more effectively improve health. Staff must be able to work well in a team and collaboratively with external partners.

Job Requirements

- Must have a driver's license and ability to access a car or be qualified to rent a car.
- 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 occasional work on evenings or weekends and must be able to travel for one or more nights from time to time.
- The position requires frequent communication with internal and external customers about program activities. Must be able to exchange accurate information in these situations.

Compensation: This position is classified as a Program Manager 2, with a compensation range of \$57,000 – \$67,000, depending on experience and qualifications. Competitive benefits including health, dental and disability insurance; sick and vacation time; and a retirement plan with employer matching contributions.

Location: The position is located at the IPHI office in the West Loop. *IPHI is currently operating a remote office due to COVID-19, so this position would start as a remote position.*

Travel: The position requires travel in Chicago and suburban Cook County. There may be occasional travel within Illinois and out of state for trainings and meetings.

Starting Date: Immediate.

Application Instructions: Please submit a resume, cover letter and writing sample by June 22 to be considered for this position. ***Applications will be considered on a rolling basis and position hired as soon as the right candidate is identified, so applying early is advantageous.*** The cover letter should compare your qualifications and experiences to the duties and responsibilities and qualifications for the position. Please submit application materials electronically to jobsearch@iphionline.org with “Program Manager- Alliance for Health Equity” in the subject line.

IPHI is committed to diversity, equity and inclusion, and is actively seeking and encouraging applications from women, people of color, individuals with disabilities, and/or people who are LGBTQ+.

No phone calls, please.

Visit www.iphionline.org for more information about IPHI.

Visit www.allhealthequity.org for more information about the Alliance for Health Equity

The Illinois Public Health Institute is dedicated to the principals 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, veteran status, genetic information or any other personal characteristic not relevant to the posted position.