



Illinois Public Health Institute
Position: Program Manager, Planning, Training
& Capacity Initiatives
Center for Community Capacity Development

The Illinois Public Health Institute (IPHI) seeks an energetic and well-organized team member to manage and lead the implementation of our portfolio of planning, training, and capacity building projects within the Center for Community Capacity Development (CCCD). The manager will develop proposals, support program operations, coordinate with partners and customers on implementation, facilitate collaborative planning and work with the center director to implement strategic support to build public health system capacity to improve health and increase health equity. The position is full-time exempt and reports to the Director of the CCCD. 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 \$9 million budget and 29 staff working in three program centers: the Center for Community Capacity Development (CCCD), the Center for Health Information Technology (CHIT), and the Center for Policy and Partnership Initiatives (CPPI). More information is available on IPHI's website at www.iphionline.org.

About IPHI's Planning, Training and Capacity Building Initiatives

For the last 15 years, CCCD has implemented a multi-faceted portfolio of client-centered capacity-building, strategic planning, and technical assistance projects in collaboration with public health system partners throughout Illinois and across the country. IPHI helps state and local health departments, hospitals and other non-profit organizations with state/community health assessments, health improvement plans, strategic planning, PHAB readiness, quality improvement projects through learning collaboratives, Project ECHO series, conferences and meetings, and technical assistance.

In the last quarter of 2020, IPHI will launch new projects that will assist state and local health departments with the development of health equity focused strategic plans. In addition to the strategic planning processes, IPHI will assist with the departments' health assessments and health improvement plans. The planning and assessment processes will include extensive community input and engagement activities, such as focus groups, identification of strengths and weaknesses, and facilitation of multi-sectoral planning teams. The program manager will drive the day-to-day implementation of these initiatives in conjunction with the Center Director and consultants with topical expertise and specialized skills.

Duties and Responsibilities

Project Management

- Create and manage work plans, provide leadership and oversight of day-to-day program execution of various planning, training, and capacity building initiatives.
- Coordinate the work and foster collaboration among staff, partners, subject matter experts, and consultants to achieve program goals including:
 - Facilitate the development of goals, approaches, and project plans in collaboration with health department leaders and other partners

- Collaborate with consultants, subject matter experts and collaborating partners to design assessment and qualitative and quantitative data collection processes, facilitate data collection, analyze data, and present data to support planning team decision-making.
- Work with health department leaders/clients to ensure internal and external partners are informed and supported to participate and effectively provide input to planning processes.
- Work with advisory committees and other groups to develop and implement learning activities such as learning collaboratives, conferences, and training sessions, including agenda development, presenter/subject matter expert recruitment, marketing, and other event logistics.
- Coordinate strategies and program goals with other IPHI programs to ensure mutual support for program goals across IPHI.
- 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 assessment reports, environmental scans and planning documents, community engagement and outreach materials, and 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 program partners, key stakeholders, and collaborators to leverage expertise, advance program goals, and negotiate solutions to identified problems. Represent IPHI at external venues to support cross-sharing of information among organizations
- Engage community members affected by health inequities and people with lived experience throughout various phases of the initiative such as co-design and implementation of strategies

Strategy, Planning and Program Development

- 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 partners' identified priorities and action areas
- 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, and 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
- Apply health equity and racial equity frameworks and tools to program planning, implementation, and evaluation.
- Promote and support capacity development among partners by providing insights, information, and solutions
- Support and nurture relationships with potential funders and organizational clients, recommend funding opportunities, and lead proposal development for revenue and resource development initiatives.

Continuous Improvement

- Identify and recommend program improvement opportunities to deepen program impact, create program capacity, promote operational efficiencies, and improve budget management

- Work with evaluators to develop evaluation reporting templates, timelines, and guidelines for projects, 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 center director and program 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, planning, public administration, health policy or similar field, with a minimum of three years of work experience in project management and strategic planning. 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.
- Experience and evidence of exceptional group facilitation skills are required for the position.
- Knowledge of and experience working with a range of stakeholders across public health system sectors, and experience working with community members and people with lived experience is desired.
- Additional knowledge and experience that is desirable for this position:
 - Knowledge of strategic planning and community health assessment and improvement planning approaches and models
 - Knowledge of training, adult learning modalities, and instructional design
 - Knowledge or experience in applying quality improvement
 - Strong understanding of the role and importance of a multi-sectoral public health system in achieving health equity and health improvement
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Strong professional/technical 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 is experience with GoToWebinar or other webinar software, Zoom, and web page and social media management.
- Ability to anticipate and solve problems in a timely and professional manner and have strong critical thinking skills.
- Ability to assess and incorporate feedback.

IPHI is a collegial workplace whose mission is to partner to improve health more effectively. 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 off-site 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: Depending on years of experience and relevance of experience, this position will be classified as a Program Manager 2 with a compensation range of \$55,000 - \$67,000 or a Senior Program Manager with a compensation range of \$65,000 - \$75,000. IPHI offers competitive benefits that include 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 staff are currently working remotely. Leadership continues to assess COVID rates and telecommuting policies to prepare for a return to work when deemed safe.*

Travel: While business travel is currently suspended at IPHI, long-term, the position requires travel in Illinois and out of state.

Starting Date: Immediate.

Application Instructions: Please submit a 1) resume, 2) cover letter and 3) writing sample to jobsearch@iphionline.org with “Program Manager - Planning and Capacity” in the subject line. The cover letter should compare your qualifications and experiences to the requirements in the position description. **Applications will be considered on a rolling basis until the best candidate is identified for the role. Applications will be reviewed in the order that they are received. The position will close as soon as the best candidate is identified.**

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. IPHI is committed to diversity and strongly encourages women, minorities, individuals with disabilities, LGBTQ individuals, and veterans to apply.

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

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