



Illinois Public Health Institute Position Description Program Manager: Breastfeeding & Nutrition Initiatives

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized team member to manage breastfeeding support and nutrition initiatives within IPHI's Center for Policy & Partnership Initiatives. This position will work with the Program Director and IPHI team, partners, and communities to lead strategic execution of program goals that promote sustainable changes to improve nutrition and breastfeeding support and equity for Illinois families. The position is full-time exempt and reports to the Program Director. IPHI's standard work week is 37.5 hours.

Application Instructions: Please submit a resume, cover letter and writing sample by July 15, 2021, to be considered for this position via the [IPHI Employment Portal](#). *Applications will be considered on a rolling basis and the position filled when the ideal 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.

No phone calls, please.

About IPHI

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 advances health-equity focused systems change initiatives through the Center for Community Capacity Development, the Center for Health Information Sharing and Innovation, and the Center for Policy and Partnership Initiatives. IPHI leads the national Data Across Sectors For Health (DASH) strategy advancing communities' capacity to share data across sectors through catalytic community collaborations. Across Illinois and the nation, IPHI provides convening, facilitation, training and technical assistance to foster multi-sector community collaborative health transformation initiatives. In Chicago and suburban Cook County, IPHI serves as the backbone of the multi-hospital, multi-stakeholder Alliance for Health Equity to collectively implement initiatives aimed at upstream, social determinants of health including housing and food systems. IPHI is a leading policy and advocacy voice in Illinois, promoting state and local policy efforts aimed at nutrition, physical activity, opioid use disorder and public health capacity building and convenes the Illinois Alliance to Prevent Obesity policy coalition. With an annual budget of more than \$8 million and more than 35 talented staff leaders, IPHI works with numerous partners, contractors, consultants, and foundations to achieve our vision that all people and communities, especially those that experience health, social and racial inequities, are able to achieve their optimal health, supported by an effective multi-sectoral public health system.

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

About IPHI's Breastfeeding* & Nutrition Initiatives

The Illinois Public Health Institute (IPHI) leads the Illinois Alliance to Prevent Obesity (IAPO), a multi-sector coalition working to advance equitable and just opportunities for Illinoisans to eat healthy and be physically active to optimize their health and well-being. The sustained partnerships and action of IAPO are the backbone to the Illinois State Physical Activity and Nutrition Program (ISPAN), a cooperative

agreement with the Centers for Disease Control and Prevention to implement interventions related to improving food service guidelines, breastfeeding support and continuity of care, nutrition and physical activity within state early care and education systems and improving physical activity through changes to the built environment. Progress and partnership building related to breastfeeding support initiatives in ISPAN will be expanded in partnership with the Illinois Department of Public Health over the coming months and years. This position will work with the Program Director to lead and support implementation of the breastfeeding support and continuity of care initiatives, and partner with the Nutrition Program Manager to support a variety of nutrition policy initiatives, as needed.

Specifically, the breastfeeding initiatives include: 1) leading learning collaboratives and facilitated action planning to implement sustainable policy, process, or procedural changes in institutions to improve support for breastfeeding, especially for low-income families, rural families, and families of color; 2) Support workforce development by increasing access to lactation support professionals with similar lived experience as those in the SPAN/breastfeeding priority populations through improved training opportunities and resources for healthcare providers, home visitors, early care and education providers, and more; 3) Develop, implement and/or integrate initiatives that promote health equity in lactation support.

*Note: The term “breastfeeding” is intended to encompass the production and/or provision of human milk to children, whether that be breastfeeding, expressing/pumping milk, and/or feeding bottled human milk. The term “breastfeeding support” is intended to encompass the direct and indirect support provided to people to enable their lactation.

Position Duties and Responsibilities:

Program Management

- Provide oversight of day-to-day program and project execution across large and diverse stakeholder groups to achieve the programmatic goals.
- Monitor and manage breastfeeding program priorities, timelines and milestones, and execution of deliverables with multi-sector stakeholder groups including staff, consultants, partners and community advisors.
- Work closely with the Program Director to ensure progress on program workplan and strategy implementation.
- Execute on program budget and recommend necessary changes to support program implementation.

Relationship Management and Communication

- Sustain and manage relationships with both contracted and in-kind partners to implement grant strategies.
- Cultivate and maintain relationships with organizational and governmental leaders to identify systems-change opportunities to improve support, equity and continuity of care for breastfeeding.
- Facilitate peer-learning opportunities across organizations and partners related to advancing breastfeeding equity and continuity of care.
- Share and promote information about upcoming events, new resources, and professional development opportunities regularly with breastfeeding support professionals and partners across the state.
- Maintain a statewide listserv of support professionals, the breastfeeding resource section of the IPHI website, and any additional ongoing communication processes developed for the program.

- Support and sustain a close collaboration with the Illinois Department of Public Health Office of Women's Health.
- Draft and edit reports, resources, background documents, presentations, and newsletter/social media copy.
- Represent IPHI at external venues to support cross-sharing of information across multi-sector stakeholder groups.

Strategy, Planning and Program Development

- Lead strategic execution to achieve assigned program goals and set priorities for program operations.
- Work with Program Director to advance collaborative strategic efforts to promote breastfeeding support equity and continuity of care across partners.
- Provide oversight and guidance to partners on the creation of professional development and training opportunities, including instructional design and/or curriculum development.
- Work with Program Director to lead and execute multiple year-long learning collaboratives to facilitate transformative change in breastfeeding support across communities and organizations.
- Promote a policy and systems-change lens to all initiatives to ensure sustainability and impact.
- Identify opportunities and recommend program goals, policies, budget and funding modifications.
- Identify opportunities and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and stakeholders
- Promote and support capacity development among partners by providing insights, information and solutions.
- Support and nurture relationships with funders and lead proposal development for future/related programs or grams

Continuous Improvement and Evaluation

- Identify and recommend program improvement opportunities to deepen impact, create capacity, promote operational efficiencies and/or improve budget management
- Support development of evaluation reporting templates, timelines, and guidelines for program partners.
- Work with Program Director, project team and select partners to review and interpret evaluation findings.
- Lead implementation of improvement plans.

Other duties as assigned.

Qualifications

The ideal candidate will have:

- Ability to apply a systems perspective throughout all work in the breastfeeding and nutrition initiatives.
- Education and/or experience equivalent to a master's degree in a field related to public health, nutrition, public policy, or social work with 3 years of work experience in program management. IPHI values multiple pathways towards attaining professional experience and education.
- At least one year experience with training development, instructional design, and/or facilitated group learning.
- Strong interpersonal communications and relationship building skills.

- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Lived or learned experience of under-resources communities disproportionately impacted by chronic disease, socio-economic barriers, structural racism, etc.
- Strong critical thinking skills, and the ability to anticipate and solve problems in a timely and professional manner.
- Understanding of and experience with one or more of the following is highly desired: institutional level policy and systems change; breastfeeding/lactation support basics; basics of nutrition and implementing nutrition guidelines; equity considerations for maternal and child health
- Strong professional/technical writing skills.
- Proficiency in Microsoft Office, electronic mail (including mass emailing communications tools), program management tools, and ability to use CRM software, especially Salesforce.
- 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 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: \$55,000 - \$60,000, depending on experience and qualifications. IPHI offers 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 in Chicago but remote work from other locations in Illinois will be considered. For Chicago-based staff, we plan to return to a hybrid office work model after Labor Day, where staff teams will work together in the office two days per week, and individuals may work in the office or remotely the other three days per week. Ongoing COVID safety protocols will be in place after the September return to the office.

Travel: Travel is primarily local and in Chicago. Occasional trips to other locations in Illinois and multi-day trips out of state will be required.

Starting Date: Immediate.

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 LGBTQIA.

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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.