



Illinois Public Health Institute
Position: Program Manager – Alliance for Health Equity
Center for Community Capacity Development

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized Program Manager to join our Alliance for Health Equity team. The program manager will work with staff and partners to manage projects within the [Alliance for Health Equity](#), including work on social and structural determinants of health, food access, health equity in all policies, and community health needs assessment. The program manager should have experience working in communities most impacted by health inequities in Chicago and Cook County, experience and interest in healthy food programs and local food systems, and strong commitment to health and racial equity.

The position is full-time exempt and reports to the Program Director for the Alliance for Health Equity. This program manager will work very closely with three other program managers on the Alliance for Health Equity team. 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 and the Center for Community Capacity Development

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.

The Center for Community Capacity Development provides training, consultation, and strategic planning services to public health systems partners that support activities including assessment, action planning, strategic planning, performance management, quality improvement, and implementation and evaluation of evidence-based strategies, policies and systems change.

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 community health needs assessments (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 committees and workgroups related to community health needs assessment (CHNA), policy, data, social and structural determinants of health, food access, housing, mental health and substance use disorders, trauma informed hospitals, and opioid treatment and response. This program manager position will manage projects across several topics and workstreams including food access, health equity in all policies and Health and Racial Equity Impact Assessment, and support for the countywide CHNA.

Duties and Responsibilities

Project Management

- Create and manage work plans, and provide leadership and oversight of day-to-day program execution for committees and workstreams including food access and health equity in all policies.
- Coordinate and foster collaboration among IPHI staff, hospital staff, community partners and government partners 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

- Support components of the countywide Community Health Needs Assessment (CHNA) including quantitative and qualitative data synthesis and analysis, report writing, and data visualization.
- 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 social 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.

Resource Development

- Support IPHI resource development activities including participating in drafting grant proposals.

Continuous Improvement and Evaluation

- 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.

Qualifications

The ideal candidate will have:

- A minimum of 3 years' experience working on health equity initiatives, including at least one year experience working on local food system or food justice projects, and a masters' degree or equivalent experience. IPHI values multiple pathways towards attaining professional experience and education. 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 food access, housing, or economic development).

- Experience working for policy and systems change.
- Experience facilitating and managing collaborative workgroups.
- Knowledge of and experience working with a range of stakeholders, including communities most impacted by health inequities; healthcare systems; and community-based organizations.
- Understanding of and experience with one or more of the following:
 - Partnerships between healthcare and local food systems
 - Medicaid policy and funding mechanisms to support healthcare transformation and work on social determinants of health
 - Health Impact Assessment and/or Racial Equity Impact Assessment
- Strong interpersonal and group facilitation skills.
- Strong writing and communication skills, including strategic communications focused on equity.
- Strong data analysis skills, including qualitative and quantitative data.
- Excellent computer skills, including proficiency with Microsoft Office 365 (Word, Excel, PowerPoint), online meeting platforms such as Zoom and Microsoft Teams, Outlook, SharePoint, Google Docs and managing organizational contacts is required. Experience with Salesforce, Alchemer survey, social media platforms, and/or GIS is desirable but not required.
- Strong critical thinking skills, and ability to anticipate and solve problems in a timely and professional manner. Ability to assess and incorporate feedback.
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Existing relationships and experience working and living in communities impacted by health inequities in Chicago and/or Cook County is highly valued for this position.

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, and must be able to adapt to change and growth.

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 national travel for one or more nights from time to time.
- The position requires frequent communication with internal and external customers about program activities. Attention to detail in these communications is a key aspect of the job.

Compensation: \$55,000 - \$60,000 annual salary. 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 in Chicago. IPHI plans 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: The position requires travel in Chicago and suburban Cook County. While business travel is currently suspended at IPHI, there may be occasional travel within Illinois and out of state for trainings and meetings.

Starting Date: Immediate.

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.

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