



**Illinois Public Health Institute  
Position Description:  
Program Director – Co-Director, Alliance for Health Equity**

**On IPHI's website:  
[Click Here!](#)**

The Illinois Public Health Institute (IPHI) is seeking an energetic and well-organized team member to lead program operations, coordinate with partners, and implement strategies within IPHI's Center for Community Capacity Development. The Program Director will serve as the Co-Director for the Alliance for Health Equity and reports to the Director of the Center for Community Capacity Development. The position is full-time exempt; IPHI's standard workweek is 37.5 hours.

**To apply:** please visit our website, [link here](#), to apply. Complete applications must include a resume, cover letter, writing sample and completion of an online questionnaire. Unfortunately, incomplete applications cannot be reviewed. The cover letter should compare your qualifications, experiences and interests to the duties, responsibilities and qualifications for the position. Applications will be considered on a rolling basis until the position is filled. No phone calls please.

**About IPHI and the Alliance for Health Equity**

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 three program centers: the Center for Community Capacity Development (CCCD), the Center for Health Information Sharing and Innovation (CHISI), and the Center for Policy and Partnership Initiatives (CPPI).

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.

The **Alliance for Health Equity** is a collaboration across hospitals, government, and community partners working to improve health equity, wellness, and quality of life across Cook County from the neighborhoods of Chicago to the municipalities of the suburbs. 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. Since then, the Alliance has produced two collaborative community health needs assessments (CHNAs) and fostered partnerships and policy and systems change initiatives related to social and structural determinants of health and mental health and substance use disorders.

**Position Duties and Responsibilities:**

Project Management

- Direct program activities, and support and manage program managers and program associates within the Alliance for Health to achieve program goals.
- Work with Co-Director and Alliance for Health Equity team to set program priorities, establish program direction, develop program timelines and milestones, and monitor program execution by staff, consultants and partners.
- Manage and execute on program budget and recommend necessary changes to support project implementation.
- Support development and implementation of project management that maximizes equity process and outcomes.

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.
- Represent IPHI and Alliance for Health Equity at external venues to advance IPHI agenda, influence policy and create systems change.

#### 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 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 and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and stakeholders

#### Continuous Improvement and Evaluation

- Identify and implement 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 co-director, center director and Alliance for Health Equity team 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 7 years experience in community development, public health, social work, public administration, or a related field, and a master's 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.*
- At least three years experience managing a team, with experience supervising multiple staff.
- Experience working for policy and systems change.
- Experience building innovative partnerships between stakeholders, including communities most

impacted by health inequities, healthcare systems, government agencies, and community-based organizations.

- Understanding of and experience with one or more of the following:
  - Medicaid policy and funding mechanisms to support healthcare transformation and work on social and structural determinants of health
  - Community-led partnerships with anchor institutions
  - Providing support and technical assistance to local government departments and agencies for implementation of equity initiatives
  - Racial Equity Action Plans 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.

### **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.

**Compensation:** \$75,000-\$90,000 based on experience. 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 Chicago in the West Loop. IPHI plans to return to a hybrid office work model in Spring 2022, 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 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.*

**A Note to Potential Candidates:**

*Studies have shown that women, BIPOC and other people from marginalized groups are less likely to apply for jobs unless they meet all the qualifications described in the job description. If you believe that you could excel in this role, we encourage you to apply. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. Please use your cover letter to tell us about your interest in this position, and what you hope to bring to this role.*

Visit [www.iphionline.org](http://www.iphionline.org) for more information about IPHI

Visit [www.alltheequity.org](http://www.alltheequity.org) for more information about the Alliance for Health Equity