



**Illinois Public Health Institute
Position Description
Program Manager: Digital Bridge**

On IPHI's website at

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The Illinois Public Health Institute (IPHI) is seeking a detail-oriented and strategic manager to lead project management, partnership management, and communications for a nationwide collaborative. The position will lead program operations, coordinate with collaborative members and other partners, and work with a program associate to implement strategies for the Digital Bridge, in close partnership with the Digital Bridge Chair and Vice-Chair.

The position is time full-time, 37.5 hours per week. The Program Manager reports to the Center Director.

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. 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. Across Illinois and the nation, IPHI provides convening, facilitation, training, policy advocacy, outreach, and information sharing, and technical assistance to foster multi-sector community collaborative health transformation initiatives. 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.

About Digital Bridge

IPHI serves as the convener, facilitator and project manager for the [Digital Bridge](#) initiative. Digital Bridge engages public health, health care, and industry partners from across the U.S. to advance information exchange to strengthen public health. The Program Manager will lead IPHI's activities to facilitate the Digital Bridge process and support the Collaborative Body membership to develop and achieve their goals through partnership management, hosting national convenings, facilitating monthly Digital Bridge governing body and workgroup meetings, and deploying strategic communications to disseminate best practices, tips and tools to encourage adoption of Digital Bridge practices.

Duties and Responsibilities

Project Management

- Provide leadership and oversight to day-to-day program execution of Digital Bridge, including creating and managing work plans.
- Coordinate and foster collaboration among staff, partners, subject matter experts, and consultants to achieve program goals, including:

- Outreach to varied constituencies for participation in Digital Bridge and its events;
- Organizing and executing events and meetings;
- Developing collaborative action agendas and promoting the work's impact; and
- Cultivating relationships with national organizations and industry groups to disseminate targeted content and Digital Bridge messages to key audiences.
- Monitor and report on project goals.
- Manage and report on budgets, as appropriate.

Relationship Management and Communication

- Develop content for various communication channels including but not limited to newsletters, websites, blog posts, white papers, case studies, issue briefs, etc. about the activities and goals of Digital Bridge.
- Facilitate opportunities for strategic partner engagement to advance program goals.
- Work with a communications firm, the funder, the Digital Bridge Executive Committee, and the Collaborative Body to develop an overall communications plan for Digital Bridge.
- Supervise the work of the communications firm and work closely with the IPHI's communications staff to ensure that the communications activities are executed in a strategic manner to support the partnership.
- Support the overall communications plan by coordinating communication efforts across Digital Bridge organizations to collectively shape and amplify key messages
- Represent IPHI at external venues to support cross-sharing of information among organizations

Strategy, Planning and Program Development

- Identify, research, and report on relevant evidence-based and innovative state, local and national public policies, systems, interventions, and environmental changes related to health data exchange and data modernization.
- 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 related work and initiatives.
- Set priorities for program operations and lead the development, design, and execution of program deliverables
- Support and nurture relationships with potential funders and 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/or improve budget management.
- Monitor and report on IPHI and Digital Bridge achievements and participate in program reporting to funders.
- Work with the center director to identify and solve problems, address barriers, ensure health equity, make connections between IPHI and partner initiatives.

Other

- The program manager may also work on other Center or organization projects focusing on health equity, community health needs assessments and improvement planning, strategic planning, capacity building training and technical assistance, multi-sector collaborative development and facilitation, summary report writing, and event planning.

Qualifications

The ideal candidate will have:

- A minimum of three years of experience in public health, healthcare administration, public administration, public policy, social work, or a related field, and a master's degree or equivalent. *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.
- Experience in collaborative development, collaborative management, partner engagement, partnership management, group process, and facilitation.
- Demonstrated experience in the development and execution of professional and strategic communication plans to support project implementation and experience supervising the production of communication products.
- Background in issues related to public health and health care such as health transformation, policy and advocacy and/or health information technology strongly preferred.
- Excellent organizational, communication, writing, and interpersonal skills are required.
- Strong project management experience. Must be thorough and detail-oriented within a big-picture, vision-oriented framework.
- Strong critical thinking skills, a systems perspective, and the ability to anticipate and solve problems in a timely and professional manner.
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Proficiency in Microsoft Office, email, Google docs and Drive, and the ability to use Salesforce or other CRM software. Experience with Zoom and other webinar software, and/or 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.
- Experience working with people from diverse backgrounds.

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 majority of the workday.
- Must be able to move about the office and at off-site events to access files, supplies, and assist with event setup.

- The position requires occasional work on evenings or weekends, and the staff person 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: \$61,000 - \$67,000 annual salary depending on experience and qualifications. IPHI offers competitive benefits that include health, dental and disability insurance; sick and vacation time; a paid parental leave benefit; and a retirement plan with employer matching contributions.

Location: The position is located at the IPHI office in Chicago in the West Loop, however, IPHI will consider a remote candidate for this position, with the expectation that they would travel to Chicago approximately once per month for in-person collaborative work. For Chicago-area staff, 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: Occasional out-of-state travel may be necessary to support Digital Bridge, and to attend trainings/conferences.

Starting Date: Immediate.

Visit www.iphionline.org for more information about IPHI

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

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.