



**Illinois Public Health Institute
Senior Program Manager:
Planning, Training and Capacity Initiatives
Center for Community Capacity Development**

On IPHI's website:

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The Illinois Public Health Institute (IPHI) seeks an experienced, 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 Senior Program Manager will lead the implementation of community health assessment and improvement planning and strategic planning consultation services, training, and capacity-building projects within the Center for Community Capacity Development (CCCD).

The position will facilitate collaborative planning, conduct project management, develop proposals, and coordinate with partners and customers on implementation. The senior program manager will work with the center director to implement strategic support to build public health system capacity to improve health and increase health equity. Projects managed by this position involve state and local health departments, hospitals and other non-profit organizations with state/community health assessments, health improvement plans, strategic planning, PHAB (public health accreditation) readiness, quality improvement projects through learning collaboratives, Project ECHO series, conferences and meetings, and technical assistance.

The position is full-time, 37.5 hours per week. The Senior Program Manager reports to the Director of the Center for Community Capacity Development.

To apply: please visit our website, [linked 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 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.

Duties and Responsibilities

Project Management

- Create and manage work plans, implement, and coordinate the work of other staff, subject matter experts, consultants and partners to implement workplans for various assessment, planning, training, and capacity building initiatives.

- Lead and foster collaboration to achieve program goals including:
 - Facilitate the development of goals, approaches, and project plans in collaboration with health systems, health departments, and organization leaders and other partners
 - Collaborate with consultants, subject matter experts and partners to design assessment and qualitative and quantitative data collection processes, facilitate data collection, analyze data, and present data to support decision-making.
 - Work with hospital systems, health departments, and organization leaders/clients to ensure internal and external partners are informed and supported to participate and effectively provide input to assessment and 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.
 - Work with hospitals, health departments, and other organizations to design processes and methods that effectively integrate a racial and health equity approach.
 - 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 racial and 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 and innovative 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

Qualifications

The ideal candidate will have:

- A minimum of five years of experience in community development, public health, planning, social work, public administration, training and development, 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.
- **The ideal candidate will have at least three years of experience working on community health assessment and improvement planning with hospitals and/or health departments and their community partners, organizational strategic planning, and learning collaboratives.**
- **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 a variety 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
 - Knowledge or experience with public health accreditation
- 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.
- Ability to interpret and synthesize findings from data analysis and data graphs, charts, etc. Data collection and analysis skills desired.
- 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.
- 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: \$68,000 - \$75,000 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.

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.