



Illinois Public Health Institute Position Description Program Manager: Alliance for Health Equity

On IPHI's website
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The Illinois Public Health Institute (IPHI) is seeking a strategic and well-organized team member to manage programs related to social and structural determinants of health within the [Alliance for Health Equity](#). The position will support program operations, coordinate with partners, and work with fellow program managers and the program director to implement strategies for workgroups and collaborative initiatives of the Alliance. The position is full-time exempt and reports to the Program Director for the Alliance for Health Equity. IPHI's standard work week is 37.5 hours.

To apply: Please visit our website, [link here](#), to apply. Complete applications must include a resume, cover letter, and writing sample. The cover letter should compare your qualifications and experiences to the 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 improve public health systems to maximize health, health equity and quality of life for people and communities. IPHI provides convening, facilitation, training, policy advocacy, outreach, and information sharing, and technical assistance to foster multi-sector community collaborative health transformation initiatives. More information is available on [IPHI's website](#).

About the Alliance for Health Equity

Since 2015, IPHI has partnered with non-profit hospitals, community based organizations, and the Chicago and Cook County Departments of Public Health to establish the Alliance for Health Equity as a collaboration of over 30 hospitals working with community and government partners to improve health equity, wellness, and quality of life across Chicago and Cook County. The Alliance has produced three collaborative Community Health Needs Assessments (CHNA) and fostered and implemented strategies to address health equity priorities. The Alliance for Health Equity leads strategies across several issue areas including: data and assessment; social and structural determinants of health (housing, food access and food security, community safety); mental health and substance use disorders; and racial equity.

Position Duties and Responsibilities:

Project Management

- Provide leadership and oversight of day-to-day program and strategy execution for the Alliance for Health Equity's Social and Structural Determinants of Health Committee and related workgroups.
- Coordinate and foster collaboration among IPHI staff, hospital staff, community partners and government partners to achieve program goals including:
 - Work with partners to refine strategies and manage collaborative implementation initiatives.
 - Foster shared learning and cross-organizational capacity building to advance health and racial equity and address structural determinants of health.
 - Identify and engage subject matter experts to advise and support strategy development and implementation.

- Create and manage workplans, timelines and milestones, and execution of deliverables by multi-sector workgroups.
- Monitor and report on program budget and recommend necessary changes to support program implementation.

Relationship Management and Communications

- Cultivate and manage relationships with collaborators in community development and healthcare and related sectors. Leverage collective expertise and resources to advance program goals and design and implement solutions to identified problems.
- Represent IPHI within external collaboratives to support policy advocacy and cross-sharing of information among organizations.
- Engage people with lived expertise throughout all phases of initiatives such as co-design and implementation of strategies.
- Work closely with government agency partners at City, County, State, and Federal levels to identify and implement system improvements.
- Support strategic communications for the Alliance for Health Equity. Draft and edit reports, white papers, case studies, presentations, and/or social media copy.
- Support and nurture relationships with funders and organizational clients, recommend funding opportunities, and lead proposal development for resource development initiatives.

Strategy, Planning and Program Development

- Apply health equity and racial equity frameworks and tools to program planning, systems development, partnership and engagement strategies, and evaluation.
- Research and report on best practices and innovations to address health and racial inequities, including Medicaid innovations.
- Contribute to policy analysis and background research. Background research may include literature review, synthesis of emerging best practices and models, key informant interviews with policy experts, synthesis of key takeaways at meetings, etc.
- Work with the program director to set priorities for program operations, and identify opportunities for program development, and recommend program goals, policies, budget and funding modifications.

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 tools and implement program evaluation and reporting requirements.
- 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.

Other duties as assigned.

Qualifications

The ideal candidate will have:

- Ability to apply a systems change perspective to Alliance for Health Equity initiatives related to social and structural determinants.
- Strong commitment to justice, equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Understanding of and experience with one or more of the following:
 - Racial equity and health equity and in addressing social and structural determinants of health.
 - Systems and services for people experiencing homelessness and housing instability.
 - Policy and funding mechanisms for health systems transformation, including Medicaid and other public-private financing innovations.
 - Community prevention partnerships between health care providers and community based organizations.
- Knowledge of the Chicago and Cook County landscape of social services, community development, and healthcare partnerships.
- A minimum of three years of experience in community development, public health, healthcare 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 working in communities most impacted by health inequities in Chicago and/or suburban Cook County.
- Strong project management experience.
- Strong interpersonal and group facilitation skills.
- Strong writing and communication skills, including strategic communications focused on equity.
- Strong data analysis skills – quantitative and qualitative data.
- Proficiency in Microsoft Office, email, Google docs and Drive, and ability to use project management tools, and Salesforce/CRM software.
- Strong critical thinking skills, and ability to anticipate and solve problems in a timely and professional manner.
- 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 travel throughout Cook County for meetings and events.
- 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: \$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 in Chicago. IPHI operates a hybrid office work model where staff work 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 are in place, including wearing of Kn95 masks in common spaces/when working with others.

Travel: The position requires travel in Chicago and suburban Cook County. There may be occasional travel within Illinois and out of state for trainings and meetings.

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+.

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

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

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.

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.