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**Illinois Public Health Institute**  
**Position Description**  
**Position: Chief Operating Officer**  
**Reports to: Chief Executive Officer**

**POSITION SUMMARY**

The Chief Operating Officer (COO) is accountable to the CEO for leading and managing the day-to-day internal operations of IPHI including but not limited to, operational controls, strategic plan implementation, grants management processes, grants and contracts compliance, human resources, information technology, regulatory requirements, risk management and general business operations.

The COO will serve as a member of the executive team. In collaboration with the CEO and Chief Administrative and Finance Officer (CAFO), the COO will articulate and implement the strategic vision and leadership of the agency.

The goal of the COO is to support the mission and improve the operational performance of the organization. This position also serves in place of the CEO upon any absence.

**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**

[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 \$10 million and more than 30 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. IPHI advances its health equity mission through three program centers: the Center for Health Information Sharing and Innovation, the Center for Community Capacity Development, and the Center for Policy and Partnership Initiatives. Key programs and initiatives at IPHI include serving as the backbone organization for the Alliance for Health Equity serving Chicago and Cook County and advancing health equity in all policies initiatives in Chicago;

collaborating with the Michigan Public Health Institute to lead the national Data Across Sectors for Health initiative, leading nutrition, physical activity and diabetes prevention coalition work in Illinois, and providing technical assistance and training on equity, community health assessment, and health improvement planning in Illinois and nation-wide.

## **RESPONSIBILITIES**

### *Organizational Operations and Strategy, Management and Compliance*

- Establish, develop and implement standard operating procedures for the organization to ensure legal, programmatic and funder compliance.
- Establish, develop and implement operational vision and strategies for process development, culture and maturity.
- Establish, develop, and implement human resource strategies, policies and procedures including employment practices/compliance, benefits and policies.
- Develop, implement and execute legal policies and procedures.
- Ensure, direct and manage effective contract management protocols and processes for contracts and grants that come into and out of IPHI, including timely, accurate reporting, proper financial controls, vendor compliance and oversight, and effective budgeting and procurement.
- Establish and develop appropriate information technology policies, procedures, and practices to ensure organizational success.
- Establish, develop, and implement organizational insurance practices. This may include liability, D&O, E&O, cyber-insurance among others.
- Work with the CFAO, counsel, and other staff to identify, manage and mitigate organizational risks.
- Oversee and manage facilities, including the office environment, office leases, communications with IPHI's landlord, IT and communications equipment and resources.
- Continuously improve the organization's systems, policies and procedures.
- Oversee the hiring, development and supervision of operations and non-financial administration staff.
- Implement non-profit best practices and laws throughout the organization and department.
- Implement organizational decision making.
- Work collaboratively with the executive team to integrate across all activities and functions.

### *Financial Strategy*

- Develop and implement Operations and Administration budget and support the development of the organizational budget.
- In collaboration with the finance team, Center Directors and program staff, develop, monitor, track, and project the program budgets to ensure adequacy, allowability, accuracy and compliance with the contracts and grants.

### *Organizational Strategy and Leadership*

- Work with CEO, Center Directors, and program staff to assure that the work throughout the organization is in line with IPHI's mission, vision and strategic goals. Provide thought leadership on operational and mission impact, organizational capacity, risk factors, and other key factors to inform strategic decision-making.

- Lead the Diversity, Equity, Inclusion and Justice efforts of IPHI in partnership with the Change Champions staff group and external consultants.
- Develop the organizational strategic plan including developing the timeline, strategies and Key Performance Indicators, along with the Center Directors and CFAO and through the guidance of the CEO and Board of Directors.
- Implement the change management efforts of IPHI as it expands and grows, in collaboration with the CEO, CFAO and Center Directors.
- Direct and manage initiatives and projects of the Board of Directors through the direction of the CEO.
- Collaborate on strategic development activities of the organization identifying emerging opportunities to leverage current work and internal capacities for new business development along with the CEO, Center Directors, and CFAO.
- Cultivate partner connections and relationships.

## **SKILLS, KNOWLEDGE AND ABILITIES**

- 1) Strong ability to collaborate with a diverse staff team and partners to create and manage cross-organizational teams. Ability to collaborate with teams and define personal roles and responsibilities, which includes the ability to extrapolate plans and create results through critical thinking and exercising sound judgment.
- 2) Ability to advance the Diversity, Equity and Inclusion efforts of an organization with the scale and diversity of IPHI.
- 3) Ability to deliver with quality and impact.
- 4) Ability to champion and manage change. Ability to think strategically, anticipate future consequences/trends, and incorporate them into an organizational plan.
- 5) Demonstrated experience with concepts and skills related to internal systems development for: budget development, budget management, and award management, including federal, state and local government awards.
- 6) Proven background in leading and managing operational functions in a nonprofit, governmental or business organization. High level of business acumen including contract management, grants administration and internal systems administration.
- 7) Familiarity with the technology requirements of an organization with the scope and scale of IPHI.
- 8) Knowledge of nonprofit, HR, and other legal and regulatory requirements and compliance.

## **EXPERIENCE**

- 1) A bachelor's degree in nonprofit or business management or related field of study.
- 2) At least 10 years of non-profit or government experience, with a minimum of five years in executive/management level roles. Non-profit experience is preferred.

- 3) Experience in advancing an effective organizational culture, including managing diversity, equity inclusion and justice efforts across an organization.
- 4) Broad experience involving the full range of business functions and systems applicable to the operations of IPHI.
- 5) Evidence of effective staff development and team building abilities leading to high productivity and healthy employee relationships.
- 6) Balancing the delivery of mission against the realities of limited resources.

## **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:** \$130,000 - \$140,000 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:** This position is located in IPHI's Chicago office in the West Loop. IPHI is working in a hybrid in-office 2 days per week/work-from-home structure. Ongoing COVID safety protocols are in place and all staff is required to be vaccinated against COVID unless a medical or religious accommodation is granted.

**Starting Date:** Immediate.

**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.