



Illinois Public Health Institute
Position Description
Program Manager: Public Health Systems Initiatives

On IPHI's website:

[Click Here!](#)

The Illinois Public Health Institute (IPHI) is seeking a detail-oriented and strategic manager to lead project management, partnership management, and communications for a variety of public health initiatives. The position will lead program operations, coordinate with partners, and work with a program assistant and/or a program associate to implement strategies for key initiatives in IPHI's Center for Community Capacity Development (CCCD), as well as potentially working across programs on special projects and initiatives. A core area of responsibility will be managing IPHI's support for the national Digital Bridge partnership.

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

To apply: please visit our website ([link](#)) 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.

Duties and Responsibilities

While the position will contribute to various projects and initiatives in the CCCD and across IPHI, approximately 50% - 75% of the position is dedicated to supporting CCCD's support for the national

Digital Bridge initiative. Digital Bridge engages public health, health care and IT industry partners from across the US to advance information exchange between public health and health care to strengthen surveillance capacity and promote community health and prevention.

Project Management

- The program manager will work on Centers or organization projects focusing on multi-sector collaborative development and facilitation, health equity, community health needs assessments and improvement planning, strategic planning, capacity building training and technical assistance, summary report writing, and event planning.
- Provide leadership and oversight to day-to-day program execution of Digital Bridge and other capacity building initiatives , including creating and managing work plans and supporting work groups.
- Coordinate and foster collaboration among staff, partners, subject matter experts, and consultants to achieve program goals, including:
 - Outreach to varied constituencies for participation in IPHI programs and its events;
 - Organize and executing events and meetings;
 - Develop collaborative action agendas and promoting the work's impact;
 - Work with partners to refine strategies and manage collaborative implementation initiatives; and
 - Cultivate relationships with local and national organizations and industry groups to disseminate targeted content and messages to key audiences.
- Monitor and report on project goals.
- Manage and report on budgets, as appropriate, and recommend changes to support program implementation.

Relationship Management and Communication

- Cultivate and manage relationships with collaborators in communities, health systems, government, industry, and the non-profit sector.
- Leverage collaborators' collective expertise and resources to advance program goals and design and implement solutions to identified problems.
- Represent IPHI in external collaboratives to support policy advocacy and cross-sharing of information among organizations.
- Develop content for various communication channels including but not limited to newsletters, websites, blog posts, white papers, case studies, issue briefs, etc. .
- Facilitate opportunities for strategic partner engagement to advance program goals.
- Work with a communications firms, funders, advisory committees and collaborators , to develop and execute communications plans .

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 various public health topics, including 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 achievements and participate in program reporting to funders.
- Work with the center directors to identify and solve problems, address barriers, ensure health equity, make connections between IPHI and partner initiatives.

Other duties as assigned.

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.
- 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/or health information technology/public health informatics 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: This position is eligible for either remote or hybrid work in IPHI's Chicago office in the West Loop. Ongoing COVID safety protocols are in place and all staff are required to be vaccinated against COVID unless a medical or religious accommodation is granted.

Travel: Occasional out-of-state travel may be necessary to support Digital Bridge, and to attend trainings/conferences. A remote hire will travel to IPHI's Chicago office periodically, at IPHI's expense.

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.