



Illinois Public Health Institute Job Posting Program Manager

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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, 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 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.

About the Program Manager position

The Illinois Public Health Institute (IPHI) seeks a strategic and well-organized team member to lead the day-to-day implementation and management of various programs across our three Centers (Center for Community Capacity Development, Center for Health Information Sharing and Innovation, and Center for Policy and Partnership Initiatives). This position will support the expansion of systems-change initiatives that support and sustain our partnership programs throughout the state. The position is full-time exempt. IPHI's standard work week is 37.5 hours.

To apply: Please visit the [link here](#) and click the "Apply Now" button. Complete applications must include a resume, cover letter, writing sample, and completion of an online questionnaire. Unfortunately, incomplete applications will not be reviewed. The cover letter should compare your qualifications, experiences, and interests to the position's duties, responsibilities, and qualifications. Applications will be considered on a rolling basis. No phone calls, please.

Duties and Responsibilities:

This position includes leading several different programs with IPHI and assisting our Center directors in program management.

Project Management

- Provide leadership and oversight of the day-to-day program and strategy execution for the healthcare and statewide systems-change strategies
- Monitor and manage program priorities, timelines and milestones, and execution of deliverables by multi-sector groups including staff, consultants, partners, and advisors
- Execute on program budgets and recommend necessary changes to support program implementation
- Work across multi-sector partner groups to design and implement systems

Relationship Management and Communication

- Build, sustain, and manage relationships with both contracted and program partners to implement grant/funding strategies
- Facilitate opportunities for strategic partner engagement to advance program goals

- Draft and edit reports, white papers, background documents, presentations, fact sheets, and/or newsletters
- Represent IPHI at external venues to support strategic multi-sector partnerships and sharing of information
- Support and nurture relationships with funders
- Develop and share robust, culturally tailored messaging and communications to increase awareness of our various programs
- Work closely with other IPHI staff working on related strategies to ensure alignment

Strategy, Planning, and Program Development

- Identify opportunities and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and partners
- Promote and support capacity development among partners by providing insights, information, and solutions
- Apply health equity and racial equity frameworks and tools to program planning, systems development, partnership and engagement strategies, and evaluation

Continuous Improvement and Evaluation

- Identify and recommend program improvement opportunities to deepen impact, create capacity, promote operational efficiencies, and/or improve budget management
- Support the development of evaluation tools and implement program evaluation and reporting requirements
- Work with directors to identify and solve problems, address barriers, integrate health equity across work streams, and make connections between IPHI and partner initiatives.

Other duties as assigned.

Qualifications

The ideal candidate will have the following:

- Ability to apply a systems perspective throughout all work at IPHI.
- A strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and disparities.
- Understanding of and experience with one or more of the following: public health strategic planning, safety-net health care providers, health system transformation, policy development and implementation, and/or delivering community health improvement programs in partnership with health care providers.
- 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.
- Strong project management experience. Must be thorough and detail-oriented within a big-picture, vision-oriented framework.
- Strong critical thinking skills and the ability to anticipate and solve problems promptly and professionally.
- Knowledge and understanding of, or experience working in, communities most impacted by health inequities.
- Strong writing and communication skills, including communications focused on equity.
- Strong interpersonal communication and group facilitation skills.
- Strong data analysis skills – quantitative and qualitative data.

- Proficiency in Microsoft Office, email, Salesforce/CRM software, and ability to use project management tools.
- Ability to assess and incorporate feedback.

IPHI is a collegial workplace whose mission is to partner to more effectively improve health. Therefore, staff must work well in a team and collaboratively with external partners.

IPHI values multiple pathways toward attaining professional experience and education. Therefore, candidates are encouraged to describe equivalent experiences in place of educational attainment, including demonstrated leadership successes, progressive leadership roles, content expertise, thought leadership, and relevant experiential learning. In addition, individuals with lived experience in the priority program areas or experience as a peer service provider are encouraged to apply.

Job requirements:

- 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 and supplies and assist with event setup.
- 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; however, IPHI will consider an Illinois-based remote candidate for this position. IPHI operates a hybrid office work model where staff works in the office two days per week (Tuesday – Thursday), and individuals may work in the office or remotely the other three days per week. Ongoing COVID safety protocols are in place, including wearing Kn95 masks (IPHI provided) in common spaces/when working with others.

Travel: Occasional travel may be required, mainly in Chicago. Some statewide or national travel may also be needed.

Starting Date: Immediate.

IPHI is committed to diversity, equity, and inclusion and actively seeks and encourages applications from women, people of color, individuals with disabilities, and/or people who are LGBTQIA.

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, veteran status, genetic information, or any other personal characteristic not relevant to the posted position.