



## Illinois Public Health Institute Job Posting Senior Communications Manager

To Apply  
[Click Here!](#)

### 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 Senior Communications Manager Position

The Senior Communications Manager reports to the Center for Community Capacity Development (CCCD) and the Center for Policy and Partnership Initiatives (CPPI) Center Directors and is primarily responsible for developing and implementing Center and program strategic communications initiatives and tactics to advance IPHI's brand and narrative as a leading innovator in public health capacity building, policy, partnerships, health equity, and data sharing. This position is full-time, exempt, and is a standard work week of 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. Only complete applications will 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:

#### Project Management, Execution, & Delivery

- Collaborate with the Center Directors, staff, consultants, and key stakeholders to develop project landscapes; Consult with other communications staff as needed for consistency across IPHI.
- Lead design and implementation of routine communication activities and long-term communication projects across the two Centers.,
- Create and manage CCCD, and CPPI communications work plans, budgets, and collateral in consultation with other Communication staff, Center Directors, and other senior staff.
- Coordinate the workflows of partners, consultants, and external vendors to achieve Center project goals in alignment with IPHI communication standards.
- Monitor and report on communications objectives, key results, milestones, roadblocks, and setbacks.
- Manage and report on project budgets, as appropriate.

- Establish scopes of work related to communications projects and may supervise program interns, contracted staff, program assistants and program associates, and/or vendors to achieve program goals.

#### Content Strategy, Planning, & Innovation

- Collaborate with Center Directors and staff, other IPHI Communication team, consultants, and key stakeholders to develop a comprehensive, integrated communications and messaging strategy to drive awareness and engagement within the CCCD and CPPI.
- Provide support to communications projects within the CCCD and CPPI Centers, including the development of success stories, project website development/maintenance, social media, and report design and layout
- Lead the development and usage of content creation, including storytelling, to share the Centers' impact on health and health equity.
- Apply health and racial equity frameworks and tools to communications planning, strategy, and content development.
- Create budget plans for communications activities within parameters set by Center Directors and Leadership team.
- Select, negotiate, and manage vendors within procurement and funding policies and procedures.
- Promote and empower capacity development among Center team members, vendors, and partners by providing insights, information, and solutions.

#### Collaboration, Relationship Management, & Resource Development

- Manage and deepen relationships with Center teams, other IPHI Communication staff, program partners and key stakeholders to achieve communications and program goals.
- Develop and implement solutions to move communication priorities forward .
- Contribute to CCCD and CPPI drafts, designs, and edits to reports, position papers, background documents, presentations, fact sheets, and newsletters to support dissemination.
- Encourage public acknowledgment of contributions from others.

#### Continuous Improvement

- Identify opportunities to disseminate program impact, create capacity, promote operational efficiencies and/or improve budget management.
- Lead/support implementation of improvement/refinement projects.
- Provide feedback and coaching to stakeholders to ensure program deliverables are met.
- Contributes to 'systems approach' to strategic planning and program implementation to leverage internal and external actors and resources in addressing complex problems across sectors.

Other duties as assigned.

### **Required Education, Experience, Skills & Abilities**

#### Education and Experience

- Master's Degree in Communications, Marketing or related discipline from an accredited college or university. Equivalent experience of 5 years or more.
- Experience in public health, human services, healthcare, public policy, or non-profit settings are a plus.

- Excellent written, oral communications and interpersonal skills; ability to listen and assess the interests of various audiences and communicate complex or new ideas in person and in writing in a clear, articulate, and accessible manner.
- Strong commitment to justice, equity, diversity, inclusion, and addressing root causes of health inequities and health disparities from lived or learned experience. Proven experience and leadership in managing brand and strategic marketing and communications to advance IPHI's or program area mission and goals.
- Experience with communications to advance equity.
- The ability and experience to engage diverse stakeholders in strategic communications and/or leading communications for systems change initiatives (internally and externally).
- Demonstrated experience using and monitoring results with all types of web-based communication and social media tools.
- Experience in storytelling for impact in multiple mediums.

***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.***

#### Skills, Abilities, & Attributes

- Personal qualities of integrity, accountability, credibility, and customer service are important.
- Bi- or multi-lingual abilities are a plus.
- A multitasker with the ability to wear many hats in a fast-paced, dynamic environment.
- Preferred candidates operate as a self-starter, quick learner, team player and are comfortable working in a dynamic environment and with ambiguity.
- Ability to pay close attention to detail, focusing on accuracy and quality without losing sight of the bigger picture (focusing on the synthesis of near-term actions and long-term vision).
- Strong organizational skills including sense of urgency to set priorities, juggle multiple tasks, organize time effectively, conduct research, and identify resources for projects.
- A customer service focus at all times, being responsive to requests and providing high-quality service.
- Comfort with various remote applications given a hybrid work environment where staff may telework 2—3 days per week: Zoom, MS Teams, SharePoint, Salesforce, and various project management tools.

#### **Job Requirements**

- The position is full-time, exempt, 37.5 FTE hours per week.
- 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 to access files, and supplies.
- This position may entail occasional work on evenings or weekends and requires occasional travel for one or more nights from time to time.
- The position is located in Chicago at IPHI's West Loop office. IPHI has a hybrid work environment with staff in office a minimum of two days per week (Tuesday-Thursday) and at home/remote three

days/week. This position will be required to be in the office every Tuesday. You can choose one other day to commit to being in the office, either Wednesday or Thursday.

**Compensation:** \$68,000 - \$75,000 annual salary, depending on experience and qualifications. IPHI offers competitive benefits, including 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 our Chicago West Loop office; however, IPHI will consider an Illinois-based remote candidate for this position. IPHI operates a hybrid office work model where team members work in the office two days per week (Tuesday – Thursday), and individuals may work in the office or remotely the other three days per week. This position will be required to be in the office every Tuesday unless distance precludes you from participating in our hybrid office work model.

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.

*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.*

Visit [www.iphionline.org](http://www.iphionline.org) for more information about IPHI.