



Illinois Public Health Institute
Job Posting
Program Manager: Food is Medicine

ABOUT ILLINOIS PUBLIC HEALTH INSTITUTE (IPHI)

At IPHI, we collaborate to advance health justice through equitable policy, systems, and institutional change. We lead and foster multi-sector partnerships and transformative initiatives that address health disparities, particularly for those communities that are historically marginalized. With a deep commitment to equity, we envision a future where all communities have a fair and just opportunity to be healthy and thrive.

IPHI supports this mission through a variety of strategies, including the facilitation and convening of cross-sector coalitions, training and technical assistance, policy advocacy, community engagement, and information sharing. Our work strengthens public health systems, influences equitable policies, and builds capacity for sustainable change at the community, institutional, and systems levels. Our projects focus on housing, food and nutrition, maternal and child health, environmental justice, aging, the built environment, multi-sector data sharing, and more.

We are looking for individuals who are passionate about health equity, systems transformation, and collaborative approaches to public health. If you are driven by a commitment to justice, community-led change, and strategic action, we invite you to explore opportunities to join our team.

Please visit www.iphionline.org for more information about IPHI.

ABOUT THE CENTER FOR COMMUNITY CAPACITY DEVELOPMENT (CCCD)

IPHI's Center for Community Capacity Development (CCCD) works with community collaboratives, public health departments, health care organizations, state agencies and other partners to build capacity for policy, systems, and institutional change. In addition, CCCD serves as the backbone organization for the Alliance for Health Equity which is a collaboration across hospitals, government, and community partners working to improve health equity, wellness, and quality of life across Cook County. Since 2015, the Alliance has produced four collaborative community health needs assessments (CHNAs) and fostered partnerships related to social and structural determinants of health and mental health and substance use disorders. The Alliance supports several systems change initiatives to address priority community health including a Food is Medicine Committee, mental health workgroup, and housing and medical respite initiatives.

JOB SUMMARY:

The Food is Medicine Program Manager helps to lead and coordinate several strategies and policy activities within IPHI's portfolio of food is medicine projects. This includes working with partners across two coalitions that IPHI convenes—the Alliance for Health Equity (Alliance) and the Illinois Alliance to Promote Opportunities for Health (IAPOH). The Food is Medicine Program Manager will

be a key staff person to work on the Medicaid 1115 waiver and other policy and system initiatives for Food is Medicine in Illinois and Chicago.

This position is full-time, exempt, and reports to the Center Director for the Center for Community Capacity Development (CCCD). The position works on projects across two centers – CCCD and CPPI. IPHI's standard work week is 37.5 hours.

The IPHI operates in a dynamic funding environment, and the availability of specific program funding may evolve over time. While the position you are applying for is currently supported by existing funding, future changes in funding sources could impact the associated program. IPHI is committed to supporting our staff and will work to transition employees into other programs within the organization should program funding shift. We value transparency and open communication and will keep employees informed of any significant funding developments that may affect their positions.

To apply: Complete applications must include a resume, cover letter, a 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 duties, responsibilities, and qualifications listed below for the position. Applications will be considered on a rolling basis until the position is filled.

DUTIES AND RESPONSIBILITIES:

General

- Manage day-to-day implementation of assigned projects and programs
- Collect data, ensure proper entry, and perform data analysis
- Track invoices and partner/contractor payments
- Ensures needs for program activities are met

Public Health Knowledge & Skill Application

- Conduct policy analysis, draft policy briefs, summarize evidence-base for policy and systems implementation
- Work with state agencies on administrative policy change
- Interpret and integrate data and insights into program activities, reports, and decision-making processes to effectively support and refine program strategy
- Connect with partners and communities to support program strategy
- Connect partners across sectors to facilitate Food is Medicine partnerships and communicate and disseminate the value and how-to for Food is Medicine (such as nutrition prescription programs, medically-tailored meals, pantry or grocery stocking initiatives, referrals to food pantries, etc.)

Meeting Planning & Facilitation

- Lead workgroup strategy including workplans, governance and structure, meeting design, and building consensus and/or shared agendas
- Craft meeting strategies and contribute to thought partnership, ensuring meetings are aligned with program goals and organizational priorities
- Develop clear, detailed agendas and ensure alignment on action items and program goals, guiding teams toward effective decision-making and follow-through

- Facilitate meetings using inclusive facilitation strategies and lead meeting logistics and follow-ups

Communication & Writing

- Gather and synthesize complex information and develop clear, concise, and professional reports to communicate program progress, outcomes, and recommendations
- Draft and contribute to grant applications and proposals
- Manage program communications, including drafting internal and external communications, delivering updates to partners

Teamwork & Team Relationships

- Project manager assignments across team members and partners, ensuring clear communication, alignment of tasks, and successful project delivery
- Participate and lead team discussions, providing insights and driving innovative approaches to meet program goals

Grant, Resource, & Finance Development

- Facilitate grant process; write drafts of proposal narratives and budgets
- Conduct research on funding and resource opportunities for Center

Planning and Stewardship of Money

- Monitor implementation of budgeted resources with planned activities

Other duties as assigned.

QUALIFICATIONS

- A bachelor's degree in public policy, public health or related area is required (or equivalent of 4 years of public health-related experience)
- A minimum of 5 years of relevant experience in healthcare, public health, social services, business, or social sciences research, or in another related area is required
- Knowledge of health equity and public health language and frameworks is required
- Knowledge of policy analysis, policy research, drafting policy briefs, and policy and systems approaches for public health is required
- Expert understanding of Microsoft programs including Excel, Word, PowerPoint, Teams, Outlook
- Project management experience, demonstrating a strong understanding task planning, and ensuring project deliverables are met on time
- Expert understanding of Zoom, Asana, and other project management or organizing apps
- Works independently and in collaboration with supervisors to prioritize tasks, meet deadlines, and produce high-quality work with strong attention to detail
- Experience organizing and facilitating coalitions, workgroups, and/or partnership meetings. Experience working with a coalition or collaborative group to build consensus and/or shared agendas
- Experience with healthcare payment systems, especially Medicaid is highly valued for this position. Experience working to advocate for changes to state Medicaid policies, which may include working with Illinois Department of Healthcare and Family Services.

- Experience working with Illinois state agencies on administrative policy change
- Knowledge of Food is Medicine interventions and workflows (nutrition prescription programs, medically-tailored meals, pantry or grocery stocking initiatives, referrals to food pantries, etc.)

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 in the evenings or on weekends and requires occasional travel for one or more nights from time to time
- This position is located in Chicago and will require adherence to our hybrid schedule

Compensation: This position offers a salary range of \$70,100 - \$83,399 per year, depending on experience and qualifications.

Benefits: IPHI offers competitive benefits, including multiple health plan options, dental, vision, employer-paid disability and life insurance, flexible spending accounts, and a 401(k) with employer matching. Employees also receive PTO, paid parental leave, and an Employee Assistance Program, 15 paid holidays, including a week off in December.

Location: This position is located in Chicago. IPHI operates a hybrid office work model where team members work in the office two days per week (Tuesday, Wednesday, or Thursday), and individuals may work in the office or remotely the other three days per week. There is travel for meetings and site visits within Chicago, the suburbs, and Illinois. Occasional overnight travel within Illinois or nationally for conferences and training may be required.

COVID Protocols: Ongoing COVID safety protocols are in place. Although we do not require wearing a mask in our office, we do provide KN95 masks to be worn in our common spaces or when working with others, should you want to engage in mask wearing.

Starting Date: Immediate.

IPHI recognizes and values multiple pathways to professional experience and education. We encourage candidates to share relevant experiences that demonstrate their qualifications. This may include demonstrated leadership successes, progressive career growth and leadership roles, content expertise, thought leadership, and relevant experiential learning. We welcome applicants with lived experience related to our program focus areas. Your perspective and insight are vital to advancing our mission of health justice.

IPHI'S COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT

IPHI is committed to fostering, cultivating, and preserving a diverse, equitable, and inclusive culture in the workplace. We believe that diversity, equity, and inclusion are core to IPHI's mission and the well-being of our staff and the communities we serve. Our workplace is one where team members

feel valued and respected regardless of actual or perceived gender identity or expression, race (including traits associated with race such as hair type, texture, or style), color, ethnicity, national origin, ancestry, age, family or marital status, family responsibilities, pregnancy (including childbirth or related medical conditions), reproductive health decisions, religion, socio-economic status, sex, sexual orientation, education, disability (including association with someone who has a disability), genetic information, citizenship status, work authorization status, order of protection status, military or veteran status (including unfavorable discharge from military service), or any other characteristic protected by local, state, or federal law.

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