



## **Illinois Public Health Institute JOB POSTING**

### **Program Manager: Breastfeeding Support & Equity**

#### **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. We are looking for individuals who are passionate about health equity, systems transformation, and collaborative approaches to public health. If you're 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](http://www.iphionline.org) for more information about IPHI.

#### **ABOUT THE CENTER FOR POLICY AND PARTNERSHIP INITIATIVES**

The IPHI Center for Policy and Partnership Initiatives (CPPI) works to convene multi-sector partners to promote health justice with a policy, systems, and environmental change approach. CPPI has long convened a statewide policy and systems change coalition, the Illinois Alliance to Promote Opportunities for Health (IAPOH), focused on nutrition (including breastfeeding), physical activity and chronic disease prevention, which serves as the backbone for most of the Center's work to improve health in schools, early care and education settings, and communities. CPPI promotes improved continuity of care for lactation support and breastfeeding equity through capacity building for institutional level policy and systems change, and statewide systems and supports that promote breastfeeding initiation and duration for families across Illinois.

#### **JOB SUMMARY**

IPHI is seeking a proactive and systems-oriented Breastfeeding Support & Equity Program Manager to lead the day-to-day implementation of IPHI's breastfeeding and lactation support initiatives. The Program Manager will lead implementation of IPHI's portfolio of breastfeeding work, including for the CDC-funded Illinois State Physical Activity and Nutrition (ISPAN) cooperative agreement, the Illinois Department of Public Health's Enhancing and Expanding Breastfeeding (EEB) program, regional breastfeeding initiatives, and other projects, as assigned. The position supports advancing institutional level policy and process improvements that improve lactation support and equity, as well as supporting statewide systems that improve breastfeeding continuity of care across community and clinical settings. The Program Manager will grow and sustain IPHI's partnerships with breastfeeding and birth equity leaders across the state; lead strategic program implementation, evaluation, and reporting; lead capacity building efforts with

institutions to develop breastfeeding policy and systems change, including training, technical assistance, and communities of practice; and support communications related to the work.

This position is full-time, exempt, and reports to the Program Director, Community Initiatives and Systems. 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.

**No phone calls, please.**

## **DUTIES AND RESPONSIBILITIES:**

### **General**

- Manage day-to-day implementation of assigned projects and programs, including the breastfeeding continuity of care and lactation support initiatives connected to the EEB and ISPAN grants.
- Monitor and manage breastfeeding program priorities, timelines and milestones, and execution of deliverables with partners, staff, consultants, and community advisors.
- Implement statewide breastfeeding strategies that promote statewide systems that improve breastfeeding and continuity of care
- Support two regions in southern Illinois (via SPAN) to develop and/or implement action plans for improving breastfeeding continuity of care in their regions
- Manage assigned contractors to ensure progress toward completion of scopes of work and deliverables – includes design and facilitation of check-in meetings and the identification and delivery, or coordination of subject matter experts to deliver, identified technical assistance supports
- Collect data, ensure proper entry, and monitor progress to report outcomes to funders
- Track invoices and partner/contractor deliverables
- Ensures needs for program activities are met

### **Public Health Knowledge & Skill Application**

- Provide capacity building support to partners, including training, technical assistance, and communities of practice opportunities, on breastfeeding policy, systems and environmental change strategies

- Contribute to state-level systems improvements and support strategies that advance breastfeeding support and equity, including initiatives aimed at expanding, diversifying, and sustaining the lactation support workforce
- Maintain working knowledge of the breastfeeding policy and capacity building landscapes in Illinois, working to align initiatives both internally at IPHI and externally with partners and communities participating in SPAN, EEB, and IAPOH.
- 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

### **Meeting Planning & Facilitation**

- Support the coordination of the Illinois Alliance to Promote Opportunities for Health (IAPOH) Breastfeeding Support and Equity workgroup, including supporting planning of quarterly workgroup meetings and providing logistical/coordination support for meetings
- Coordinate and support the development of agendas for quarterly meetings of state agency partners to identify opportunities for collaboration and alignment
- Support convenings of healthcare providers, lactation support providers, home visiting organizations, doula organizations, managed care organizations, state agencies, and other leaders in birth equity to design and share systems improvements that advance continuity of care in breastfeeding
- 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**

- Maintain a statewide listserv of lactation support professionals and support any ongoing communication processes developed for the breastfeeding programs
- Gather, compile, and draft evidence and practice-based resources that support partners and institutions to improve breastfeeding support and equity
- 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**

- Regularly coordinate with team and partners to inform data-driven implementation and adapt strategies to better align with partner and community needs.
- Manage 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**

- Manage the breastfeeding strategy grant reporting requirements, including collecting and synthesizing data from partners and drafting narrative reports.
- Facilitate grant process: write drafts of proposal narratives and support budget development
- 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 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 and experience with the Illinois breastfeeding and/or birth equity landscape and partners is required
- Experience designing and implementing capacity-building opportunities for policy and systems change is strongly preferred
- Knowledge of health equity and public health language and frameworks is strongly preferred
- Expert understanding of Microsoft programs, including Excel, Word, PowerPoint, Teams, and Outlook
- Project management experience, demonstrating a strong understanding of task planning, and ensuring project deliverables are met on time
- Expert understanding of Zoom, Asana, and other project management or organizing apps
- Demonstrated ability to work independently and in collaboration with supervisors to prioritize tasks, meet deadlines, and produce high-quality work with strong attention to detail

### **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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