



Illinois Public Health Institute (IPHI)

Center for Health Information and Technology (CHIT)

Position Description: DASH Program Manager

Position Summary

For five years, Data Across Sectors for Health has supported communities across the country to increase their capacity to collaborate and share data to improve community health, well-being, and equity. In the next phase of our work, DASH will harness the most promising strategies, and approaches to refine its funding model and expand its peer learning approach to include training, technical assistance and peer connections in order to reach 500 communities across the country. The Program Manager will support DASH awardees and other community collaborations new to multi-sector data sharing, in order to provide coaching and grants management, foster peer-to-peer connections, and develop tools and resources that elevate best practices for broad uptake and use by other communities. The ideal candidate will have experience working in public health, health care, and/or community-based social services, including experience with data and multi-sector collaborations.

DASH Program Office

[Data Across Sectors for Health](#) is led by the [Illinois Public Health Institute](#) in partnership with the [Michigan Public Health Institute](#), funded by the Robert Wood Johnson Foundation. DASH is also the coordinating partner for [All In: Data for Community Health](#), a dynamic and continually evolving partnership of national and regional programs that have joined forces to form a learning collaborative and coordinate technical assistance and peer-to-peer learning activities for those tackling common challenges. DASH recently began its new 2.5-year plan that includes three broad goals focused on systems change, community capacity improvement and national reach. The day-to-day work includes facilitating meetings and calls with a dynamic mix of internal colleagues, partners and external stakeholders, as well as planning and advancing activities outlined in project workplans. We work closely with our partners and funder to explore and build new relationships that contribute towards our understanding of the landscape, shape programmatic activities, and reinforce our goals for long-term impact.

Illinois Public Health Institute

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. IPHI leads initiatives through the Center for Community Capacity Development, the Center for Health Information Technology (CHIT) which houses DASH, and the Center for Policy and Partnership Initiatives. IPHI's CHIT, which houses DASH, works to ensure that public health data and information are used to strengthen policy, planning and program development by working for improved public and private data collection, integration and dissemination. More information is available on IPHI's website at www.iphionline.org.

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 strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply.

Duties and Responsibilities

Project Management

- Provide and coordinate oversight of day-to-day project execution to achieve program goals.
- Monitor and manage program priorities and deliverables as outlined in workplans that may include working with staff and network partners, various national, state and local stakeholders, , to support funded and unfunded community collaborations.
- Work closely with the Center Director and Senior Managers to ensure progress on program workplans and strategy implementation.
- Develop working knowledge of awardees' program proposals that guide the work include narrative, budget, workplan, deliverables, reporting requirements and associated timelines.
- Create and maintain information related to project domains; tag and enter information into the program database to track projects, resources and publications.
- Develop content and lead program activities such as online meetings, webinars, conference calls and in-person engagement events. Administrative tasks may be included as part of the execution of project activities.

Relationship Management and Communication

- Foster and maintain relationships with local and national groups including government agencies, health care, policymakers, and community-based organizations. These organizations may be partners, DASH awardees, or partners engaging with DASH/All In in various capacities.
- Lead and support calls with community collaboration leaders, including DASH awardees, to document project progress and impact, identify technical assistance needs, facilitate connections to other communities, identify opportunities to support and advance and communicate their progress, lessons and spread/scale opportunities.
- Participate in the *All In* online community by contributing to discussions, sharing resources, and fostering vibrant user engagement on the platform.
- Represent IPHI, the DASH Program Office and/or *All In* at external events including regional and national meetings and conferences.
- Draft, contribute to, and review publications including reports, case studies, white papers, background documents, presentations, fact sheets, and convening proceedings.

Strategy, Planning and Program Development

- Identify opportunities for program development and recommend program goals, policies, budget and funding modifications.
- Make recommendations for the spread and scale of strategies, policies, and practices through existing or new partnerships
- Within IPHI, identify opportunities and implement strategies to partner with and advance collaborative initiatives with other IPHI programs and stakeholders.
- Support and nurture relationships with program funders and lead proposal development for future/related programs.

Continuous Improvement and Evaluation

- Identify and recommend improvement opportunities to deepen program impact, increase programmatic capacity, promote operational efficiencies and/or improve budget management.
- Support program data analysis, results dissemination, and report publication, including visual and narrative summaries of qualitative and quantitative data.

- Utilize project data and evaluation and outcome results to develop reports and make recommendations for improvements to the existing initiatives
- Identify and recommend opportunities to improve execution of tasks, including but not limited to improving administrative and operational systems related to the program.
- Work with the Center Director to identify and solve problems, address barriers, advance a health equity approach, and conduct improvement activities.

Other duties as assigned

Required Qualifications

The ideal candidate will have:

- A Master's degree in a field related to a public health, healthcare administration, public administration, public policy, social work, or a comparable degree with at least 3 years of experience in project management in public health, healthcare, or public policy. IPHI values multiple pathways towards attaining professional experience and education, and candidates are encouraged to describe equivalent experiences in lieu of educational attainment, including demonstrated leadership successes, progressive leadership roles, content expertise, and thought leadership, as well as relevant experiential learning.
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Using a systems-thinking perspective, applies strong critical thinking skills, and demonstrates the ability to anticipate and solve problems in a timely and professional manner.
- The successful candidate will be able to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and able to adapt to change and growth.
- Candidates should have the ability to work independently and as part of project teams.
- Excellent organizational, communications and interpersonal skills are required; the successful candidate will be thorough and detail-oriented with strong and versatile writing skills.
- Proficiency in Microsoft Office, Google docs, project management tools, and ability to use CRM software.
- Ability to assess and incorporate feedback.

Desired Qualifications

- Understanding of and experience with one or more of the following is highly desired: multi-sector collaboration and community-based data-sharing; policy development and systems change; or health and health care information technology, data analytics, and informatics.
- Experience using data to inform community health interventions and policy change (to drive action) and familiar with limitations to using data (e.g. bias, misinterpretation, etc.).
- Experience in project management, program evaluation, community engagement, or budget and financial reporting.
- Exposure to or knowledge of any of the following: social determinants of health indicators, health equity, community-based social services, community collaboration, multi-sector data sharing, and systems thinking.
- Experience with GoToWebinar, Google Drive, Monday.com, Salesforce, and other online content management systems.

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, supplies, and assist with event set up.
- The position requires occasional work on evenings or weekends. The program manager must be able to travel for one or more nights from time to time.

IPHI has a collegial, team-oriented culture where a sense of humor and a passion for work is highly valued.

Compensation: \$50,000 - \$60,000 annual salary depending on experience and qualifications; competitive benefits

Location: The position is located in Chicago at IPHI's West Loop office.

Starting Date: March 2020

Application Instructions: Please submit a resume, cover letter and writing sample to be considered for this position; **applications will be reviewed on a rolling basis**. The cover letter should compare your qualifications and experiences to the duties and responsibilities of the position. Please submit your application materials to jobsearch@iphionline.org; put the job title ("DASH Program Manager") in the subject line of your email. No phone calls, please. Visit www.iphionline.org for more information about IPHI's mission and work.