



Illinois Public Health Institute

Position Description:

Senior Program Manager: Digital Bridge

The Illinois Public Health Institute (IPHI) is seeking a dynamic and energetic manager to lead project management and communications for a nationwide collaborative. The position will lead program operations, coordinate with partners, and work with the center director to implement strategies for the Digital Bridge initiative, in close partnership with the CDC Foundation. The position is full-time exempt and reports to the Director of the Center for Community Capacity Development. IPHI's standard work week is 37.5 hours.

About IPHI

The Illinois Public Health Institute (IPHI) mobilizes stakeholders, catalyzes partnerships, and leads action to improve public health systems to maximize health, health equity, and quality of life for people and communities. IPHI has a nearly \$9 million budget and 29 staff working in three program centers: the Center for Community Capacity Development, the Center for Health Information Technology, and the Center for Policy and Partnership Initiatives. More information is available on IPHI's website at www.iphionline.org.

About Digital Bridge

IPHI is serving as the convener, facilitator and project manager for the CDC Foundation's Digital Bridge initiative. Digital Bridge engages public health and clinical health partners from across the U.S. to advance information exchange to strengthen public health. The Senior Program Manager will lead IPHI's activities to facilitate the Digital Bridge process and support participants to develop and achieve their goals through partnership management, hosting national convenings, facilitating monthly Digital Bridge governing body and workgroup meetings, and deploying strategic communications to disseminate best practices, tips and tools to encourage adoption of Digital Bridge practices. In addition, the program manager may also work on other Center projects focusing on health equity, community health needs assessments and improvement planning, capacity building training and technical assistance, coalition development and facilitation etc.

Duties and Responsibilities

Project Management

- Provide leadership and oversight to day-to-day program execution of Digital Bridge, including creating and managing work plans
- Coordinate and foster collaboration among staff, partners, subject matter experts and consultants to achieve program goals, including:
 - Outreach to varied constituencies for participation in Digital Bridge webinars, conferences, and other events;
 - Organizing and executing events and meetings to inform policy-makers and engage stakeholders;
 - Developing collaborative action agendas and promoting the work's impact; and
 - Cultivating relationships with national organizations and industry groups to disseminate targeted content and Digital Bridge messages to key audiences
- Monitor and report on project goals
- Manage and report on budgets, as appropriate

Relationship Management and Communication

- Work with a communications firm, the CDC Foundation, the Digital Bridge governing body to develop an overall communications plan for Digital Bridge
- Supervise the work of the communications firm and work closely with the IPHI's communications associate to ensure that the communications activities are executed in a strategic manner to support the partnership.
- Support the overall communications plan by coordinating communication efforts across Digital Bridge organizations to collectively shape and amplify key messages
- In collaboration with the communications firm, develop content for various communication channels including but not limited to websites, blog posts, white papers, case studies, issue briefs, etc. about the activities of Digital Bridge and provide opportunities for strategic partner engagement, advance program goals and negotiate solutions to identified problems
- Represent IPHI at external venues to support cross-sharing of information among organizations

Strategy, Planning and Program Development

- Identify, research and report on relevant evidence-based state, local and national public policies, systems, interventions and environmental changes related to health data exchange
- Identify opportunities for program development and recommend program goals, including working across partners and stakeholders to identify and implement cross-cutting strategies and activities. Identify policies, budget and funding modifications that could further develop the program
- Set priorities for program operations and lead the development, design and execution of program deliverables
- Promote and support capacity development among partners by providing insights, information and solutions
- Support and nurture relationships with potential funders and clients, recommend funding opportunities, and lead proposal development for revenue and resource development initiatives.

Continuous Improvement

- Identify and recommend program improvement opportunities to deepen program impact, create program capacity, promote operational efficiencies and/or improve budget management
- Monitor and report on IPHI and Digital Bridge achievements and participate in program reporting to funders
- Work with the program director to identify and solve problems, address barriers, ensure health equity, make connections between IPHI and partner initiatives

Other duties as assigned.

Qualifications

The ideal candidate will have:

- Master's degree in a field related to public health, healthcare administration, public administration, public policy, social work, or comparable degree, with at least 5 years of experience in health, healthcare, public policy, or nonprofit communications. 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.

- Background in issues related to public health and health care such as health transformation, policy and advocacy and/or health information technology strongly preferred.
- Extensive experience in partner engagement, collaborative management and group process and facilitation.
- Experience with the development and execution of strategic communication plans to support project implementation and experience supervising the production of communication products..
- Excellent organizational, communication, and interpersonal skills are required. Must be thorough and detail-oriented within a big-picture, vision-oriented framework.
- Strong project management experience.
- Strong critical thinking skills, a systems perspective, and the ability to anticipate and solve problems in a timely and professional manner.
- Strong commitment to health equity, diversity, inclusion, and addressing the systemic factors that produce health inequities and health disparities.
- Proficiency in Microsoft Office, email, Google docs and Drive, and the ability to use Salesforce or other CRM software. Also desired are experience with GoToWebinar or other webinar software, and/or web page and social media management.
- Ability to anticipate and solve problems in a timely and professional manner and have strong critical thinking skills.
- Ability to assess and incorporate feedback.
- Experience working with people from diverse backgrounds.

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

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, and the staff person 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: The position is classified as a Senior Program Manager, with a compensation range of \$65,000 - \$75,000, depending on experience and qualifications. Competitive benefits including health, dental and disability insurance; sick and vacation time; and a retirement plan with employer matching contributions.

Location: The position is located at the IPHI office in the west Loop.

Travel: The position requires travel to two national convenings annually, held in Atlanta. Occasional out of state travel may be necessary to support Digital Bridge, and to attend trainings/conferences.

Starting Date: Immediate.

Application Instructions: Please submit a resume, cover letter and writing sample by March 20th to be considered for this position. *Applications will be considered on a rolling basis and position hired as soon as the right candidate is identified, so applying early is advantageous.* The cover letter should compare your qualifications and experiences to the duties and responsibilities and qualifications for the position. Please submit application materials electronically to jobsearch@iphionline.org with “Sr. Manager-Digital Bridge” in the subject line.

IPHI is committed to diversity, equity and inclusion, and is actively seeking and encouraging applications from women, people of color, individuals with disabilities, and/or people who are LGBTQ+.

No phone calls, please.

Visit www.iphionline.org for more information about IPHI.

The Illinois Public Health Institute is dedicated to the principals 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.