

## Position Announcement

Job Title: **Director, Illinois ACEs Response Collaborative**

Supervised by: Executive Director

Supervises: Policy Analyst, Illinois ACEs Response Collaborative

Classification: Exempt, Full-time, Salaried

### Organization Summary

Health & Medicine Policy Research Group (Health & Medicine) is an independent non-profit health policy and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity.

### Position Scope

Health & Medicine leads the Illinois ACEs Response Collaborative (the Collaborative), a cross-sector movement that works to prevent trauma and promote thriving across the lifespan while placing childhood adversity at the forefront of the equity agenda in Illinois. The Collaborative's multi-pronged approach focuses on 1) policy and advocacy, 2) capacity building for trauma-informed transformation, and 3) research translation and dissemination. Through this work, the Collaborative has established itself as a leader in Illinois and nationally.

Health & Medicine is looking for a dynamic leader to guide the Collaborative through its next stage of growth. The Director oversees all aspects of the Collaborative, including developing strategies, identifying new opportunities for funding, engaging a broad range of stakeholders, managing initiatives and deliverables, and conducting research and writing briefs/reports/other. Examples of current Collaborative projects including convening the 17-member Trauma-Informed Hospital Collaborative; supporting health departments across the state to advance trauma-informed work; developing a policy agenda to address childhood adversity in Illinois; and leading a three-part training series on childhood adversity, historical trauma, and burnout. The Director manages a Program Analyst and leads the Collaborative's Advisory Council.

### Specific Responsibilities

- Oversee Collaborative projects across all workstreams (policy and advocacy, capacity building, and research); develop workplans and monitor progress to ensure deliverables are met
- Facilitate the Trauma-Informed Hospital Collaborative, a network of 18 Chicago-area hospitals working to become trauma-informed
- Deepen policy work by promoting trauma-informed policymaking, leading statewide strategic planning group, and connecting with national campaigns
- Manage and track training efforts of the Collaborative, including developing new training modules
- Research and write relevant briefs and papers on topics including childhood adversity, trauma, toxic stress, intergenerational transmission of trauma, historical trauma, protective factors, and resiliency, with a focus on equity and social justice; highlight links between systemic oppression and trauma responses to tailor interventions appropriately
- Plan and executive events and trainings, such as citywide summits, roundtables, and regular webinar series
- Lead the Collaborative Advisory Council, which provides strategic input on priorities and opportunities for the Collaborative
- Grow the reach of the Collaborative by engaging new members, developing partnerships, and leading strategic discussions

- Develop or contribute to communications plan, including monthly newsletter to Collaborative members
- Monitor national demonstration programs and best practices from ACEs efforts around the country, and make follow-up recommendations to improve the development of our models.
- Lead efforts to identify opportunities for Collaborative growth
- Manage Policy Analyst
- Collaborate across program and policy areas of Health & Medicine to strengthen the impact of the equity agenda of the organization
- Participate in the leadership team of Health & Medicine to strengthen internal and external operations

### Qualifications

- Master's Degree—public health or public policy preferred-- with 4 years minimum work experience or Bachelor's Degree with 5 years relevant work experience.
- Working knowledge of science of childhood adversity and their impact on public health, communities, individuals, and families
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse coalitions
- Ability to manage multiple projects and workstreams simultaneously; efficiently manages time, effectively prioritizing tasks and meeting deadlines
- Training experience
- Excellent written and oral communication skills
- Ability to work in fast-paced, deadline-oriented environment with a team
- Interest in health, social justice and policy issues
- Experience in a position that required writing on complex policy issues preferred
- Experience in a position that required support and coordination of a coalition or collaborative preferred
- Experience with mentoring, community work/outreach, and with underserved communities a plus
- Advanced competency in Microsoft Office; Ability to adapt and learn new technology, software and equipment quickly

### Work Environment

- Work is normally performed in a typical office work environment
- Sitting for extended periods is required
- Local travel to off-site locations throughout Chicago, suburbs and across Illinois occasionally required
- Work week is generally 9am – 5pm, some evening and weekend work required.

### Compensation

Starting salary range \$65,000-\$72,000 annually depending on qualifications and experience. Excellent benefits package including:

- 100% employer-paid health, vision and dental insurance
- 3 weeks (15 days) paid vacation per year in addition to paid sick time and 10 paid holidays
- 401K retirement plan, with employer contribution after one year
- 3 months fully paid maternity/paternity leave policy

### TO APPLY

- Email a cover letter and resume to [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then "Collaborative" in the subject line of your e-mail.** Incomplete applications will **not** be accepted.
- Deadline to apply is **June 22, 2020**.
- No phone calls. Recruiters please do not contact this job poster.
- Health & Medicine is an equal opportunity employer. We welcome diversity among our board and staff and volunteers. We recruit, hire, train and promote without regard to race, color, religion,

national origin, sex, age, sexual orientation, gender identity, disability or any other protected status.