

## Position Announcement

**Job Title:** Manager, Aging and Long-term Care

**Supervised by:** Policy Director

**Supervises:** Health and Aging Policy Analyst

**Classification:** Exempt, Full-time, Salaried

### Organization Summary

Health & Medicine Policy Research Group (HMPRG) began in 1981 as 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. Our Center for Long-term Care Reform promotes a just system of long-term services and supports and healthy and equitable aging for all.

### Position Description

The Aging and Long-term Care Manager (“Manager”) reports to the Policy Director and will manage a Policy Analyst. The Manager will meet regularly with Health & Medicine’s Long-term Care Committee responsible for providing strategic advice and consultation for this work.

The Manager will work in collaboration with key stakeholders to identify key issues for inclusion in the strategic action plan for aging in Illinois (“aging plan”) and organize and engage these groups in support of developing the plan.

The Manager will support these stakeholders to inform and educate public officials, agency leadership and other policy makers to understand and pledge support to engage in a planning process for the development of the aging plan.

The aging plan seeks to make supports for older adults and for people across the life-course that are accessible, affordable, comprehensive, and high-quality to make Illinois an age- friendly state. The plan will advance better supports for those who care for them at home or in communal settings.

### Position Responsibilities

- Contributing to an organizing and advocacy plan for the aging plan
- Partnership development and coalition building for grassroots movement development for an age-friendly state
- Conducting one-on-one meetings and engagements to develop relationships, seek new supporters, gain new perspectives for the aging plan, and develop consensus
- Hosting follow-up virtual meetings with interested individuals and organizations, including technical assistance with advocacy
- Meeting regularly with individual Illinoisans and representatives of organizations who are concerned about aging issues
- Communicating with legislators, agency staff, and the Governor’s Office
- Analyzing other state reform efforts and comprehensive plans for addressing healthy aging across the life course
- Researching policy issues; developing content for policy briefs and reports, social media, and website content; organizing symposia and roundtables; and supporting and developing related activities
- Responding to health and aging policy proposals in Illinois
- Developing recommendations for the design, delivery, and financing of supports for older adults and caregivers
- Developing a social media toolkit to spread the word about this effort to grow support

- General administrative duties as assigned including editing and contributing to fundraising and grant writing efforts
- Other duties as needed

**Position Qualifications:**

**Knowledge and Experience**

- Four to six years of experience in community, labor, or issue-based organizing
- Strong competency with organizing principles, planning, concepts, and skills (e.g., building trust, conducting power analysis, coalition building, motivating collective action, and targeting appropriate strategies and tactics)
- Familiarity with aging-related issues, public health, and social determinants of health
- Knowledge of local, state, and federal public policies and programs related to aging, healthcare, public health, and social services for underserved populations
- Focus on equitable and inclusive processes that actively include people who have been excluded from policy discussions, experience oppression, and are underserved by public systems
- Experience with mentoring and community work and outreach
- Commitment to Health & Medicine’s mission, vision, and values

**Skills**

- Excellent written and oral communication skills
- Ability to articulate and attend to big picture issues while managing detailed daily concerns
- Self-starting and self-directed work habits
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse coalitions
- Advanced proficiency in the use of Microsoft Office
- Strong research and editing skills
- Ability to work on several projects simultaneously in fast-paced, deadline-oriented environment and collaborate and communicate with a team
- Ability to attend meetings and focus groups across Illinois as the state travel and social distancing restrictions are lifted

**Other preferred qualifications**

- Master’s Degree preferred in public health, public policy, social work, social policy, disability studies, or related field
- Experience with developing or contributing to health or government agency planning efforts
- Experience in a position that required writing on complex policy issues
- Experience in a position that required support and coordination of a coalition or collaborative

**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
- Workday is generally 9am – 5pm, although evening and weekend meetings will be necessary

**Note on Modified Work Environment During COVID-19 Pandemic**

To protect the health of staff and to align with public health guidance, Health & Medicine staff have been working remotely since March 2020. Employees are required to have access to a working internet connection and phoneline that enable them to conduct their work remotely. Beginning May 1, 2022, Health & Medicine will shift to a hybrid work environment. Health & Medicine’s modified work environment in response to COVID-19 is considered to be temporary and subject to change.

## Compensation

Starting salary range \$60,000-67,000 annually depending on qualifications and experience. Excellent benefits package including:

- 100% employer-paid health, vision, and dental insurance
- Life insurance
- Short and Long-term disability insurance
- 3 weeks (15 days) paid vacation per year in addition to paid sick time, personal days, 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 “Manager” in the subject line of your e-mail.** Incomplete applications will **not** be accepted.
- Applications will be considered on a rolling basis until the position is filled.
- 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.