



Health & Medicine  
POLICY RESEARCH GROUP

**Position Announcement**

**Director, Illinois ACEs Response Collaborative (full-time, salaried, exempt)**

**Supervised by: Deputy Director**

**Supervises: Policy Analyst; Manager of Training and Capacity-Building**

**Starting salary range: \$75,000-88,000 annually**

**The position**

Health & Medicine leads the Illinois Adverse Childhood Experiences (ACEs) Response Collaborative (the Collaborative), a cross-sector movement that works to prevent trauma and promote thriving across the life course 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 of the Illinois ACEs Response Collaborative (the Director) oversees all aspects of the Collaborative, including developing vision and creative strategies, engaging a broad range of stakeholders, managing initiatives and deliverables, and conducting research and writing. Examples of current Collaborative projects including supporting a new statewide task force to develop recommendations for a trauma-informed Illinois; convening a 17-member Trauma-Informed Hospital Working Group; managing a trauma-informed collaborative in Chicago; and leading a three-part training series on childhood adversity, historical and structural trauma, and burnout. The Director manages and is supported by one Policy Analyst, one Training and Capacity Building Manager, and leads the Collaborative's Advisory Council.

**Who we are: our mission and our team**

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. Health & Medicine has a four-decade history of promoting health justice in Chicago and Illinois through research, education, policy development, and collaboration.

**Work environment**

Health & Medicine's offices are located in downtown Chicago and operate using a hybrid model. Currently, our 18-person staff work in the office 2 days per week and remotely for 3 days per week.

Health & Medicine's standard work week is 38 hours per week. Our work hours are generally 9am-5pm, and 9am-3pm on Fridays; some evening and weekend work will be required to support organization-wide events for specific programs. Sitting for extended periods is required. Local travel to off-site locations throughout Chicago, suburbs, and across Illinois occasionally required.

**Your responsibilities**

As **Director**, you will contribute to Health & Medicine's ACEs portfolio by:

- Overseeing Collaborative projects across all three workstreams (policy and advocacy, capacity building, and research), and developing individual and team workplans to monitor progress toward goals and deliverables
- Facilitating the Trauma-Informed Hospital Working Group, a network of 17 Chicago-area hospitals working to become trauma-informed
- Engaging
- Deepening policy work by promoting trauma-informed policymaking, leading statewide strategic planning, and connecting with national campaigns
- Managing training efforts of the Collaborative, expanding fee-for-service training offerings, supporting the Training and Capacity Building Manager's revisions and updates to training offerings, and leading the development of new training modules
- Managing partnerships with outside evaluators of the Collaborative's capacity building supports, including facilitating data collection efforts
- Researching and writing equity-focused briefs and papers on topics including childhood adversity, trauma, toxic stress, intergenerational transmission of trauma, historical trauma and systemic oppression, protective factors, and resiliency,
- Researching and developing recommendations to implement the Illinois Action Plan to Address Childhood Adversity, and providing administrative and thought leadership to a state-level task force focused on trauma and healing
- Planning and executing events and trainings, such as summits, roundtables, webinars, and Illinois' annual Trauma-Informed Awareness Day event and campaign
- Leading the Collaborative's Advisory Council, which provides strategic input on priorities and opportunities for the Collaborative
- Growing the reach of the Collaborative by engaging new members, developing partnerships, and leading strategic discussions
- Contributing to an annual communications plan, including bimonthly newsletter to Collaborative members
- Monitoring national demonstration programs and best practices from ACEs efforts around the country, and synthesizing recommendations to improve the development of our models.
- Collaborating across program and policy areas of Health & Medicine to strengthen the impact of the equity agenda of the organization
- Participating in the leadership team of Health & Medicine to strengthen internal and external operations
- Managing and tracking grant deliverables and partner with development team on proposal development and reporting requirements.

### **Who we're looking for**

Applicants with these qualifications or transferable experience will be best prepared for this position:

- Master's Degree in relevant field with 5 years minimum work experience or Bachelor's Degree with 6 years relevant work experience.
- Strong foundation of knowledge of the science of childhood adversity and its influence on public health, communities, individuals, and families
- Working knowledge of best practices related to trauma-informed transformation of organizations and systems
- Experience developing policy initiatives and coalitions/consensus building
- 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

- Experience designing and/or delivering trainings for professional audiences
- Excellent written and oral communication skills
- 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
- Attention to detail and a commitment to producing high-quality work.
- Previous experience working in a nonprofit or grant-funded organization preferred.
- Interest in and passion for public health, health care access, health systems reform, health equity, social justice, and policy issues
- Advanced competency in Microsoft Office and Office 365; ability to adapt and learn new technology, software and equipment quickly

### **Our benefits**

Health & Medicine encourages staff to balance their professional and personal lives. To that end, the following are some of the benefits we offer:

- 100% Employer-paid health, dental and vision insurance
- Life insurance (\$10,000 in coverage paid for by HMPRG, additional coverage available)
- 401K retirement plan with HMPRG discretionary contribution after 1 year
- Short and Long-term Disability Insurance
- Paid Vacation Days accrued at a rate of 1.25 per month
- 5 paid personal days per year
- Paid Sick Days accrued at a rate of 1 day per month
- 11 paid holidays, plus two floating holidays
- Annual paid wellness week December 24-January 1
- Compensatory time for hours worked above 38 per week
- \$75 monthly internet/phone reimbursement subsidy
- Pre-tax withholding for CTA passes
- Potential for flexible schedule

### **What to expect: the application process and timeline**

To apply, e-mail your resume and cover letter to [jobs@hmprg.org](mailto:jobs@hmprg.org). **Please write your name (Last, First) then “ACEs Director” in the subject line of your e-mail.** Our priority deadline is August 28, 2023, but applications will be considered on a rolling basis until the position is filled. No phone calls please.

Starting date: Immediate (likely early October 2023)

Selected candidates will be emailed to schedule a 10-15 minute introductory phone interview with our Director of Finance and Operations.

Candidates selected to move forward will then be contacted via e-mail to schedule a one-hour Zoom interview with 2-3 HMPRG staff members. Finalists may be invited to a final 30-minute discussion with the Executive Director or Deputy Director.

Finalists will be asked to submit contact information for three professional references.

An offer letter will be emailed to the final selected candidate.

*Note: Research shows us that some candidates, particularly those from historically marginalized communities, apply for positions only when they feel like they meet 100% of the desired qualifications. At Health & Medicine,*

*we know that very few people truly meet every single qualification for open positions. We are committed to building a diverse and inclusive organization, and to considering a broad array of candidates, including those with diverse work experiences and backgrounds. If you feel like you have valuable skills and experience to be successful in this position, we encourage you to apply and mention your strengths and plans for professional growth in a role like this.*

**Health & Medicine 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, veteran status, or any other personal characteristic not relevant to the posted position.**