



Health & Medicine
POLICY RESEARCH GROUP

Position Announcement

Grants and Communications Manager (full-time, salaried, exempt)

Supervised by: Director of Development and Communications

Starting salary range: \$56,000-66,000 annually

The position

Health & Medicine Policy Research Group (Health & Medicine) is looking for a strategic, forward-thinking teammate to be our next **Grants and Communications Manager**.

The Grants and Communications Manager is responsible for managing both grant-related activities and communications efforts. This position plays a crucial role in securing funding and effectively communicating our mission, goals, and impact to various stakeholders.

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 **Grants and Communications Manager**, you will contribute to Health & Medicine's portfolio by:

Communications

- Ensure that Health & Medicine's key messages are created and are carried out consistently in all communications
- Meet regularly with program staff to anticipate their communication needs to support and advance their work
- Write and edit content for all communication platforms
- Draft press releases, occasionally write and submit articles on behalf of the Executive Director
- Serve as liaison to design company for major projects, serve as production manager for marketing, communication, and fundraising efforts, working with an external printing house and designer
- Implement Health & Medicine's annual website plan and manage day-to-day maintenance and updates to multiple sites; serve as liaison to website vendor

- Use basic evaluation methods (e.g. analytics, when available) to monitor the reach and success of communications initiatives
- Edit Health & Medicine publications, including white papers, letters to the editor, policy agendas, resource guides and external reports
- Collaborate with the Development Director to create compelling fundraising and marketing materials, including appeal letters, email campaigns, and social media content.
- With Development Director, identify priorities for Health & Medicine's social media strategy and maintain basic social media presence
- Collaborate with the Events and Operations Associate in the production of e-news communications including newsletters and event announcements
- Work collaboratively with department staff, including providing training to interns and other new staff members as needed

Grants Management

- Write compelling grant applications that effectively communicate Health & Medicine's goals, objectives, and impact.
- Work closely with the program departments, Director of Development & Communications, Deputy Director and Executive Director to develop appropriate strategies, language, and priorities for proposal submissions
- Create and maintain a comprehensive grants calendar, including deadlines for proposals, reports, and other grant-related activities, to assist Development Director, Executive Director, Deputy Director, Director of Finance and Operations and Program Directors with awareness of and planning for deadlines
- Work with program directors to ensure compliance with proposal and reporting deadlines and grant commitments; monitor grant agreements and track compliance with funding restrictions, reporting deadlines, and programmatic requirements.
- Coordinate with program staff to gather necessary data and information for grant reports.
- Prepare and submit timely and accurate grant reports to funding organizations, highlighting the organization's achievements and impact.
- Stay updated on current trends, funding priorities, and eligibility requirements of various funder prospects
- Contribute to positive and productive relationships with grant-making organizations, foundation representatives, and program officers; attend site visits when appropriate
- Attend meetings, conferences, and networking events to expand the organization's grant network and stay informed about funding opportunities.
- Support Development Director in research to identify potential grant opportunities that align with Health & Medicine's mission and programs; identify, research, and evaluate potential corporate, foundation, and government prospects for solicitation
- Assist in conducting research on best practices, trends, and innovations in the different program areas
- Assist the Director of Finance & Operations in budget preparation related to grant proposals

Donor relations

- Assist in the development and implementation of donor stewardship strategies to cultivate and strengthen relationships with individual donors, corporate partners, and foundations.
- Assist in planning in-person meetings with current and prospective donors
- Assist in the development of annual strategies for identification, solicitation, and cultivation of Major Gifts donors and prospects

- Coordinate timely acknowledgment of donations, including personalized thank-you letters, receipts, and donor recognition.

Fundraising & Development Assistance

- Support the planning, coordination, and execution of fundraising campaigns and events, including online campaigns, direct mail appeals, and special events
- Support the annual budgeting plan by attending budgeting meetings, development meetings and program area meetings focused on funding strategies to support current and new initiatives.
- Assist with planning, implementation and coordination of the annual awards gala
- Assist in monitoring monthly, quarterly, and annual giving activities to achieve revenue goals by monitoring data and reviewing giving reports.
- Assist in the creation and maintenance of an annual development plan by working alongside the Director of Development, Director of Finance & Operations and the Executive Director in planning meetings
- In coordination with the Special Events & Operations Associate, generate regular reports on fundraising activities, donor contributions, and campaign results for the development team and senior management.
- As needed, work with the Director of Finance and Operations and Director of Development and Communications to ensure development records are reconciled with accounting records

Who we're looking for

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

- Bachelor's Degree, preferably in English, Communications, Public Relations, Non-Profit Management, or some related field.
- 3+ years experience in grant writing, grant management, and securing funding from diverse sources.
- Exceptional writing, editing, and proofreading skills with the ability to adapt writing style for different communication platforms.
- Strong understanding of nonprofit communications strategies and best practices.
- Proficiency in managing websites and using content management systems.
- Familiarity with social media platforms and their use in nonprofit communications.
- Excellent organizational and time management skills, with the ability to meet deadlines and manage multiple projects simultaneously.
- Strong interpersonal skills and the ability to work collaboratively with diverse stakeholders.
- Attention to detail and a commitment to producing high-quality work.
- Knowledge of basic evaluation methods and analytics to measure the effectiveness of communications initiatives.
- Previous experience working in a nonprofit or grant-funded organization is preferred.
- Interest in and passion for public health, health care access, health systems reform, health equity, social justice, and policy issues
- Ability to work in fast-paced, deadline-oriented environment with a team
- 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. **Please write your name (Last, First) then “Grants and Communications Manager” 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 late September 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 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.