

## Position Announcement

**Job Title: Deputy Director**

**Supervised by:** Executive Director

**Supervises:** Director, Workforce Programs; Director, IL ACEs Response Collaborative; Chicago Area Schweitzer Fellows Program Director

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

### Organization Summary

Health & Medicine Policy Research Group (HMPRG) began in 1981 as an independent, non-profit health policy, research and advocacy center in Chicago working to improve the health of all people in Illinois by promoting health equity. Health & Medicine has become a leading trusted voice in Illinois. Developing and advocating for policies and systems change that will advance health justice. Health & Medicine has grown significantly over the past several years, both in terms of number of staff, breadth of activities, and organizations that rely on its expertise. As demand for Health & Medicine expertise has grown, so has the need for leadership to support staff, the Board of Directors and external partnerships.

### Position Description

The Deputy Director (“Deputy”) reports to the Executive Director (“ED”) of Health & Medicine. The Deputy will meet regularly with the ED and with board and staff. The Deputy Director will work closely with the Executive Director over the first six months of employment to transition oversight of HMPRG program operations from the ED to the Deputy. The Deputy will be responsible for managing the implementation of the strategic plan that will be developed in late 2021/early 22. They will be responsible for the oversight of day-to-day operations working with program directors and staff to ensure that programs continually support the mission and vision of the organization. Strong leadership for the staff includes actively engaging and contributing to a healthy, stimulating, productive work environment where all staff are valued and can thrive.

### Position Responsibilities (operations, program and development focused)

#### *Overall*

- Responsible for day-to-day operations and oversight of programs including grant deliverables, outcomes, and impact.

#### *Leadership and Management*

- Contribute to the development, implementation and monitoring of Health & Medicine’s strategic plan.
- Contribute to research, writing, editing, and review of documents in support of program activities
- Ensure the regular annual evaluation of programs and the effective incorporation of results to inform future program and policy decisions.
- Co-supervise with ED the Policy Director with a focus on program activities.
- Co-supervise with ED the Director of Development and Communications (“DOD”) focused on the activities described below under Development and Communications
- Work with Program Directors to develop annual workplans, and coordinate budget implications with Director of Finance & Operations.
- Support program directors as needed in program development, strategy and implementation.
- Partner with the ED and Director of Finance and Operations in essential internal organizational leadership activities (human resources, administration, and organizational planning) and participate on staff Senior Leadership Team.
- Conduct Director-level staff performance evaluations.

- Provide back-up for ED on external/media communications on Health & Medicine policy and program inquiries
- Oversee professional development plans and activities for program directors and other supervisees

#### *Board Relations*

- Attend and participate in all board meetings and Executive Committee meetings. Support HMPRG lead staff through attendance at all program advisory committees. Support ED in their role on Finance & Audit Committee; Development Committee.
- Stay abreast of the current trends in the field of health policy and work to anticipate future trends.

#### *Development and Communications*

- Work with Development and Communications staff to strengthen and broaden grant opportunities.
- Supervise the Director of Development and Communications in the development of a diverse annual fundraising plan in alignment with the strategic plan.
- Work with the board, ED and staff to cultivate, solicit and steward individual donors and funders.
- Oversee a grant strategy and ensure compliance of all budgetary expectations and timely reporting.
- With DOD and department directors, monitor grant deliverables and assist in the preparation of funder reports.
- Work with the Director of Development and Communications to establish a framework for the development of a communications and public relations strategy to help Health & Medicine achieve its goals.
- With guidance from ED and in collaboration with the Director of Development and Communications, develop an HMPRG annual report.

#### **Knowledge and Experience**

- Bachelors with 7 years relevant non-profit work experience, OR Masters with 6 years relevant non-profit work experience
- Previous supervisory experience
- Four to six years of experience in non-profit management
- Deep knowledge and experience working on health equity and public health
- Deep knowledge and experience managing staff and programs
- Understanding of and experience with Illinois health and public health systems
- Experience mentoring, coaching and professional development support
- Knowledge of non-profit financial management
- Six to ten years of experience fundraising for non-profits
- 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**

- 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 (once COVID-19 restrictions are lifted)
- 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 phonenumber that enable them to conduct their work. Health & Medicine's modified work environment in response to COVID-19 are considered to be temporary and subject to change. We anticipate the work from home policy to be in place at least until the end of summer 2021 and will continue to monitor and be responsive to the COVID-19 pandemic.

### **Compensation**

Starting salary range \$95,000-\$110,000 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
- 12 weeks 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 "Deputy Director" in the subject line of your e-mail.** Incomplete applications will **not** be accepted.
- Deadline to apply is **July 23, 2021**.
- 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.