



ILLINOIS CHILDREN'S HEALTHCARE FOUNDATION (ILCHF)

Job Posting

TITLE: Associate Program Officer
TYPE: Full-Time
LOCATION: 1200 Jorie Boulevard, Suite 301, Oakbrook, IL 60523
REPORTS TO: Director of Oral Health

**Are you passionate about the health and well-being of Illinois' children?
Do you desire to influence systems that could result in healthier children,
healthier futures? Come join our dynamic philanthropic team committed to
positively impacting the lives of all children.**

WHO WE ARE

ILCHF is a dynamic, responsive, learning organization, committed to playing an active role in systems change that will enable every child in Illinois to grow up healthy. As Illinois' only private philanthropic foundation focused solely on the health needs of children across the state, ILCHF is uniquely positioned to support communities and organizations committed to improving the health of their children, with a specific focus on children's oral and mental health. Prevention and early intervention strategies amplified through education, outreach, and workforce development are integral to the Foundation's work with communities. We believe a healthy child thrives in a state of physical, mental, intellectual, social, and emotional wellbeing and resiliency beyond the absence of disease or infirmity, and fully realizes and sustains their full potential across their lifespan. This is best achieved when children are valued and live within safe and nurturing environments and communities and have access to comprehensive high-quality resources.

Our mission is to cultivate, support, and promote initiatives that improve the health and wellness of children in Illinois. As a grantmaking organization, we do that through listening deeply to communities and organizations, building collaborative relationships, maintaining flexibility in our grantmaking approaches, and evaluating and sharing information to enable children to thrive.

For additional information about our organization and the organizations we serve, please visit us at www.ilchf.org.

POSITION SUMMARY

The Associate Program Officer will bring a sincere passion for the health and well-being of Illinois' children and families, and a commitment to ensure every child in Illinois grows up healthy. They will be driven by the Foundation's philosophy of addressing the needs of the whole child and will commit to evolving approaches to strategic grantmaking, effective collaboration, and stakeholder engagement.

Under the supervision of the Director of Oral Health, the Associate Program Officer will be responsible for aspects of the grantmaking process including program research, data analysis, and administration. This role will assist with grant planning and development, administration and monitoring, and reviews of interim and annual reports.

In addition, the Associate Program Officer will work closely with the entire ILCHF team and interact with both potential and current grantee recipients and other stakeholders including funders, research partners, ILCHF Board of Directors, etc. to build and maintain relationships that advance the mission of Illinois Children's Healthcare Foundation.

DUTIES AND RESPONSIBILITIES

A. Program Research

- **Engage** in continuous learning to enhance/develop knowledge in the areas of children's healthcare, social determinants of health, and philanthropy, with a particular focus on children's mental health, children's oral health, unmet/emerging needs, and key players in Illinois and nationally. (*Ex: Publications, Site Visits, Workshops, and Conferences.*)
- **Explore** and report on national trends and best practices in children's healthcare and foundation practices in alignment with the Foundation's strategic plan.
- **Identify** resources such as providers, consultants, non-profit associations, philanthropic foundations, etc., to consider leveraging toward mission advancement.
- **Provide** an annual landscape analysis of the latest health care trends in Illinois to identify strengths, gaps, and potential collaborative opportunities.

B. Grant Activities, including but not limited to the following:

- **Develop** strong, positive relationships with former and current grantees to ensure consistency of grant proposals and reports with the Foundation's requirements, procedures, and program objectives.
- **Assist** with drafting grantmaking documents including, but not limited to, Letter of Interests (LOI's), Request for Proposals (RFP's), reporting templates, rubrics and other documents as required.
- **Review** and analyze progress and final report documents as assigned and develop a summary report per initiative to be disseminated internally and externally.
- **Participate** in site visits and meetings with grant seekers and current grantees.
- **Support** Board and Committee meeting preparation requirements including meeting packets and minutes, and provide updates as needed.
- **Attend** Board and Committee meetings as required.

C. Finance and Data

- **Assist** the Chief Operating Officer in the preparation and gathering of materials associated with the annual audit.
- **Review** grantee budget reallocation requests and prepare responses for approval by respective team members.
- **Assist** the data entry process and ensure proposal reviews and decisions, budgets, extension requests, payment approvals, requirements, reports, and correspondences are entered and maintained in Blackbaud (*grants management system*) as needed.

D. Communications

- **Assist and Prepare** briefs, presentations, narratives, and email communications that summarize key report findings and strategic implications for internal and external audiences.

E. Other, including but not limited to the following:

- **Assist** with event coordination and logistics associated with special events such as statewide convenings, meetings, seminars, conferences, etc.
- On occasion, **represent** the Foundation at community events during the evening or weekend.

Other duties as assigned.

KEY SKILLS AND ABILITIES

- Commitment to the Foundation's values of trust, accountability, collaboration, community, equity, diversity, and inclusion.
- Ability to maintain strong, positive relationships with various stakeholders.
- Excellent verbal, written, and interpersonal skills required.
- Naturally inquisitive with excellent research, analytical, and problem-solving skills.
- Results oriented with superior organization and project management skills.
- Ability to think holistically across systems and disciplines while also being detail oriented.
- Proactive, compassionate, friendly, self-directed, and reliable.
- Proficiency with Microsoft Office suite applications required, Experience in Blackbaud Grantmaking software a plus.

QUALIFICATIONS

- Bachelor's degree or three years of equivalent experience in a field related to the nonprofit or philanthropic sector preferred.
- Knowledge of children's health care issues, research sources, and effective strategies preferred.
- Minimum three years' experience in children's health research, public policy or data analysis preferred.
- Minimum three years' experience in grants administration and processes preferred.
- Knowledge of grantmaking database and software preferred (ex. Blackbaud Grantmaking or Raiser's Edge).
- A commitment to approach work through an equity, diversity, and inclusion lens.

ILCHF TEAM FUNDAMENTALS

- **Be A Visible Champion of Children's Health.** Cultivate, support, and promote initiatives that improve the health and wellness of children in Illinois. Look for and seize opportunities to talk with others about what we do. Live the mission.
- **Be an Excellent Team Member.** Be there for each other and be willing to step into another role or help a coworker when it's required for success. Don't let your ego or personal agenda get in the way of doing what's best for the team. Help each other to succeed.
- **Be An Active Learner.** Seek out and take advantage of every opportunity to gain more knowledge to increase your skills and expertise. This includes subject matter both in and out of work. Keep an open mind for new ideas. Be resourceful about learning and sharing best practices.
- **Embrace Diverse Perspectives.** We make better decisions and find better solutions when we consider multiple perspectives, which can be influenced by age, background, ethnicity, race, religion, sexuality, or other experiences. Be open to learning from others and challenge yourself to understand the lived experience that informs their views. Consider issues through an equity and social justice lens.
- **Keep Things Fun.** While our passion for excellence is real, remember that the world has bigger problems than the daily challenges we face in our work. Stuff happens. Keep perspective. Don't take things personally or take yourself too seriously. Laugh every day.

WHY ILCHF?

ILCHF offers a competitive salary/benefits package and the opportunity to work with a small, collaborative, and dedicated team.

- Competitive Fulltime Salary – Starting at \$75,000 and commensurate with experience
- Excellent Health, Dental, and Vision Benefit package
- Hybrid Office setting with a requirement of 2 days per week in office
- 15 PTO Days to Start plus holidays
- Professional Development Opportunities
- Tuition Reimbursement
- 401(k) Plan
- An opportunity to create a healthier future for every child in Illinois.

Please note all ILCHF staff are required to be residents of the State of Illinois and all work, including remote work, is required to be done within the State of Illinois.

CONTACT INFORMATION

Please submit a cover letter and resume via email to AssocProgramOfficer@ilchf.org for consideration. ILCHF is an equal opportunity employer.