



ILLINOIS CHILDREN'S HEALTHCARE FOUNDATION
Job Description

TITLE: Senior Program Officer of Children's Oral Health & Other Initiatives
TYPE: Full-Time
LOCATION: 1200 Jorie Boulevard, Suite 301, Oakbrook, IL 60523
REPORTS TO: Chief Operating Officer
REVISED AS OF: December 20, 2024

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 to grow up healthy. As Illinois' only private 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 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 Senior Program Officer of Oral Health & Other Initiatives will bring a sincere passion for the health and well-being of Illinois' children, ILCHF's mission and vision, and a proactive focus on health equity. 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, collaboration, community engagement, convening and advocacy.

This team member will manage the Associate Program Officer and oversee the continued implementation of the current children’s oral health and other initiatives’ portfolio and play a key role in working with communities to create and implement future initiatives. The other initiatives portfolio currently includes initiatives focused on nutrition, workforce development, and violence prevention and is intended to evolve in respect to the current needs across the state of Illinois. The Senior Program Officer of Oral Health & Other Initiatives will be thoughtful and flexible in helping develop/execute the timelines, processes, and grants management functions the Foundation will use in awarding and monitoring grants, understanding outcomes, convening stakeholders, and formulating and implementing public awareness/education strategies.

In addition to working closely with the entire ILCHF team, the Senior Program Officer of Oral Health & Other Initiatives will interact with both potential and funded recipients of ILCHF grants, other stakeholders, including funders, staff within child-serving systems, academics, and the Board of Directors. The Senior Program Officer of Oral Health & Other Initiatives will often be a “face” of the Foundation representing ILCHF to build and maintain relationships with those organizations that may receive ILCHF funding as well as those that partner with the Foundation.

PRIMARY RESPONSIBILITIES

A. Leadership & Management

- Approach work through a diversity, equity, and inclusion lens and create systems and solutions that foster a learning culture at the organization.
- Oversee the continued implementation and evolution of systems for grant-making initiatives related to oral health and other initiatives.
- Monitor & assess grantmaking processes, documents, and initiatives in collaboration with ILCHF team members.
- Engage in short, and long-term grantmaking planning strategy, including monitoring costs to ensure appropriate allocation of funds and resources.
- Advise & support Grants Committee preparation requirements including grant committee packets and meeting minutes, and provide updates as needed.
- Oversee the day-to-day responsibilities of the Associate Program Officer and provide coaching that facilitates growth opportunities toward success.
- Manage the Associate Program Officer’s weekly productivity and outcomes through regularly scheduled check-ins and other engagements as needed.
- Partner with the Associate Program Officer to identify and implement growth opportunities through strategies including, but not limited to, professional development activities, goal setting sessions, and performance evaluation outcomes.

B. General Practices

Engages in daily practices that advance ILCHF’s mission and grantmaking strategies.

- Engage in continuous learning and enhance/develop knowledge in the areas of children’s healthcare, social determinants of health, and philanthropy, with a particular focus on children’s oral health, oral health systems, and key players in Illinois and nationally.
- Analyze and communicate about equity, diversity, and inclusion and how systems have shaped historical and current circumstances and conditions for children that their impact health.
- Gain and maintain an understanding of the diverse communities across the state, their intersectional identities and their unique children’s health needs.
- Represent the Foundation externally with respect to the Foundation’s program interests and the philanthropic community.
- Provide staff support to the Grants Committee and other committees/work groups as

assigned.

- Lead the development of ILCHF materials/collateral as assigned (e.g., briefs, white papers, etc.) and the implementation of special projects on an as needed basis.
- Thrive in a small collegial office where the team is committed to ILCHF's mission, and strategic plan, centering the vision that every child in Illinois grows up healthy.

C. Grant Making

Engages in and promotes equitable grantmaking opportunities and practices from concept inception through grant completion.

- Prioritize co-creation of strategy development and funding priorities with stakeholders, subject matter experts, and those impacted by the problems for which communities are seeking solutions.
- Foster strong relationships with potential and funded grantees.
- Have a key role in the implementation of ILCHF's Equity, Diversity and Inclusion Action Plan related to grant making, which includes work related to 1) streamlining application processes and due diligence to reduce burden on applicants and promote trust and relationship building and 2) the exploration of grantmaking tactics that share decision making and build power among stakeholders.
- Lead and manage grant making processes and activities designed to achieve ILCHF's goals related to children's oral health & other initiatives. This will include research, development, implementation and management of RFP's and invited applications, engagement with applicants and grantees, and analysis and evaluation of grant outcomes.
- Work closely with the Associate Program Officer and Sr. Mgr. Grants & Administration to facilitate the grantmaking process.
- In collaboration with the Sr. Manager of Grants & Administration, maintain updated electronic files for all applicants/grant recipients, including reporting requirement status, and grantee post-grant performance outcomes, using the Foundation's designated software (currently Blackbaud).
- Engage in annual impact reporting on closed grants.

CI. Capacity Building

- Cultivate knowledge of trends in philanthropy, the non-profit sector, and developments in the Foundation's primary focus areas (oral & mental health). Incorporate this knowledge in both internal and external interactions.
- Serve as a thought partner to peers, applicants, grant recipients, and community partners to strengthen their planning and implementation efforts in coordination with the strategic goals of the Foundation.
- Convene stakeholders and maintain strong relationships to further strategies that improve systems providing children's oral health services in the State of Illinois.

CII. Education/Public Awareness/Advocacy

- Assist in the development and execution of the Foundation's public awareness and education strategies as they apply to achieving the children's oral health outcomes delineated in ILCHF's goals.
- Maintain relationships with groups throughout the State whose mission is to provide education/public awareness/advocacy for children's oral health & other initiatives.

CIII. Outcome Measurements and Evaluation

- Work with the team and other stakeholders to develop and monitor the Foundation's tools to evaluate its investment in children's oral health & other initiatives, ILCHF's EDI Action

Plan, and other areas as identified.

Other duties as assigned.

QUALIFICATIONS

Listening. Learning. Collaborating. Deep desire to work joyfully in partnership with fellow team members, grantees and their communities, Board members, and other stakeholders to improve the health and well-being of Illinois' children.

- A degree in oral health, public health, or another relevant health/clinical related field is required, with at least 10 years of relevant work experience.
- Direct experience in children's oral health, philanthropy and grants management are each preferred. Experience with grantmaking strategies rooted in equity, power building, or shared decision-making models is a plus.
- Understanding of children's oral health research and evaluation methodologies and familiarity with children's oral health assessment.
- Be comfortable engaging in conversations about equity, diversity, inclusion and using an equity lens in analysis and implementation of policies, programs, and practices.
- Experience in building strong, positive, collaborative relationships with diverse individuals by listening to new ideas, encouraging open dialogue, and inspiring people to work toward common goals.
- Demonstrated capacity to think strategically, take initiative, and execute strategies, including the ability to define program objectives, evaluate progress and manage projects through a complete life cycle.
- Ability to analyze complex organizational and community conditions using an equity lens to identify grant opportunities, emerging trends, and new needs and challenges.
- Possess skills to give and receive constructive feedback and navigate conflict resolution.
- Knowledge of the non-profit community preferred.
- Knowledge of the Illinois policy process with demonstrated ability to be impactful, a plus.
- Strong conceptual and analytical skills, including the ability to research specific topics, organize report material, and translate its content and data into clear, accessible language.
- Excellent written and oral communication skills; ability to make public presentations and prepare concise and effective written content.
- Capacity to take initiative, be solution-oriented, and work effectively to manage multiple projects concurrently in an at times fast-paced deadline-driven environment.
- Ability to maintain the highest level of confidentiality regarding Foundation, Board, and grantmaking information.
- Strong proficiency with Microsoft Office with experience in Blackbaud GIFTS, a plus.
- Occasional travel across the State of Illinois with overnight stays. A valid Driver's license is required.

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 \$150,000 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.

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 SPOjob@ILCHF.org for consideration.

The position is available immediately. Application review will begin on or after January 14, 2025 and will continue until the position is filled.

ILCHF is an equal opportunity employer.