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***POSITION DESCRIPTION***

**Senior Program Officer of Children's Oral Health  
and Other Initiatives**

***(HYBRID – NOT REMOTE)***

**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.**

**BACKGROUND**

The Illinois Children's Healthcare Foundation (ILCHF), located in Chicago's western suburb (Oakbrook Illinois) was founded in 2002. It is the only statewide private foundation in Illinois dedicated to improving the health and well-being of children and families. ILCHF is a collaborative, learning, and adaptive organization committed to playing an active role in long-term systems change that ensures every child in Illinois grows up healthy.

ILCHF focuses primarily on children's oral and mental health, while remaining responsive to emerging or unmet needs outside these core areas. The Foundation supports prevention and early intervention strategies, emphasizing education, outreach, and workforce development. ILCHF believes health extends beyond the absence of illness—encompassing physical, mental, intellectual, social, and emotional well-being. A healthy child is one who thrives in a safe, nurturing environment with access to comprehensive, high-quality resources, and has the opportunity to reach their full potential throughout life.

The Foundation's mission is to cultivate, support, and promote initiatives that improve the health and wellness of children in Illinois. ILCHF' mission is accomplished through listening deeply to communities and organizations, building collaborative relationships, co-creating solutions, adapting and evolving approaches, and evaluating and sharing information across the state with various organizations.

The Foundation operates with a small, efficient and highly collaborative staff. The staff includes six team members: The President & CEO, Chief Operating Officer, Sr. Program Officer of Children's Mental Health, Associate Program Officer, Sr. Manager of Grants & Administration, and Marketing and Communications Coordinator. Two Sr. Program Officers divide the grants portfolio with the support of the Associate Program Officer. One Sr. Program Officer manages the mental health grantmaking portfolio and the other, this position, manages the oral health grantmaking portfolio along with new grantmaking initiatives to meet unmet and emerging needs. Currently, the other initiatives include a focus on nutrition, workforce development, and violence prevention. This Sr. Program Officer position for Oral Health and Other Initiatives reports to the COO and is responsible for supervising the Associate Program Officer providing strategic guidance, support, and oversight to ensure alignment with the Foundation's mission and goals.

The hybrid work environment means staff are in the office two days (*Tuesday & Thursday*) a week.

### **Looking Ahead**

As ILCHF continues its work to fulfill its vision that every child in Illinois grows up healthy, the Senior Program Officer of Oral Health and Other Initiatives will play a key role in supporting the staff and board in advancing and completing ILCHF's 2030 Strategic Planning Process. This planning effort is guided by core principles that reflect ILCHF's vision and values, a focus on the current and evolving healthcare needs of children, with a strong emphasis on prevention, a commitment to closing the gap in access to quality healthcare for all children across Illinois, the belief that collaboration is essential to creating meaningful, sustainable change, and fostering a culture of respect, trust, inclusivity, and curiosity.

### **POSITION SUMMARY**

**The Senior Program Officer of Oral Health & Other Initiatives will bring a deep passion for the health and well-being of Illinois' children, as well as a strong commitment to ILCHF's mission, vision, and values. They will be guided by a proactive focus on health equity and inspired by the Foundation's philosophy of addressing the needs of the whole child. This role requires a forward-thinking approach to strategic grantmaking, collaboration, community engagement, convening, and advocacy.**

The Sr. Program Officer sought for this position oversees the continued implementation of the current children's oral health and other initiatives' portfolio and is the lead in working with the staff, Board of Directors and communities to create and implement future initiatives. The Foundation seeks a Senior Program Officer for this position who has a deep understanding of health systems, policies and practices that impact children's health. Someone who has a history of collaborating with organizations, agencies and academia that results in lasting diverse and inclusive partnerships that bring about shared knowledge and creative solutions that enhance the health & well-being of Illinois' children and families.

The Foundation seeks someone with the proven skills that enable them to: develop and execute grantmaking strategies in collaboration with the board, staff, grantees and partnering organizations; establish benchmarks; record and track progress; share lessons learned internally and externally; design and implement a coordinated outreach and convening strategy to encourage debate and discourse that opens up learning, collaboration and collective action on children's health.

The Sr. Program Officer for Oral Health and Other Initiatives will need an understanding of how systemic racism and discriminatory practices have shaped the root causes of health disparities and disparate outcomes. In addition, the Sr. Program Officer for Oral Health and Other Initiatives must be committed to bringing forward a diversity of community perspectives so they can express their vision of children's health and have agency in reshaping systems and policies to promote social justice, impartiality, and fairness for all people.

## **PRIMARY RESPONSIBILITIES**

### **A. Grantmaking**

#### *Strategy*

- Structure and facilitate short and long-term grantmaking planning strategy that prioritizes co-creation of strategy, benchmarks and funding priorities with stakeholders, subject matter experts, and those impacted by the challenges for which communities are seeking solutions.
- Stay current with research, policies and data that can inform strategy for supporting children's health, which includes engagement with professional health and philanthropic associations, with a particular focus on children's oral health.
- Lead the development of materials (e.g., briefs, white papers, etc.) needed to help the staff and the Board deliberate and affirm the strategic direction of oral health grantmaking and unmet/emerging needs initiatives.

#### *Implementation*

- Oversee the continued implementation and evolution of systems for leadership and grant-making initiatives related to oral health & unmet/emerging needs.
- Oversee the launch and full implementation of new initiatives.
- Support the Grants Committee in their deliberations and decision making.
- Maintain and cultivate relationships with grantees and others in related fields that facilitate a robust and ongoing exchange of information between grantees, while informing the Foundation's knowledge regarding the impact and effectiveness of its strategy.
- 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.

### **B. Learning and Leadership**

#### *Internally*

- Support implementation of various plans and policies 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.

- Review and analyze progress and final reports from grantees.
- Prepare documents that capture and interpret information and findings from the field, including grantee progress and final reports.
- 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 and other targeted initiatives, and related systems and key players in Illinois and nationally – this includes, gaining and maintaining an understanding of the diverse communities across the state, their intersectional identities and their unique children's health needs.

#### *Externally*

- Is a highly visible and accessible champion for children's health.
- Facilitate the sharing of knowledge and findings gained from all sources of information, such as grantee convening, background research, participation in professional conferences, grantee progress reports, etc.
- Maintain relationships with groups throughout the State whose mission is to provide education/public awareness/advocacy for children's oral health & other initiatives.
- Structure and initiate educational forums that foster public understanding and meaningful engagement on issues affecting children's health in Illinois.
- Communicate clearly and effectively about how historical and current systems have shaped the conditions and circumstances impacting child health outcomes.
- Promote informed dialogue that builds awareness, encourages collaboration, and supports systems change aligned with ILCHF's mission and values.

#### **C. Administration**

- Supervise and mentor the Associate Program Officer, overseeing their contributions to oral health and other initiatives while supporting their professional development and subject matter expertise.
- Collaborate closely with the Associate Program Officer and the Senior Manager of Grants & Administration to effectively facilitate the grantmaking process, ensuring alignment with ILCHF's strategic goals, operational policies and procedures, and vision and mission.
- In collaboration with the Senior Manager of Grants & Administration, ensure that electronic grant files are current and well-organized for all applicants and grantees. Monitor and track

reporting requirements, grantee progress, and post-grant performance outcomes using the Foundation's designated grants management software (currently Blackbaud).

- Contribute to budgeting/financial internal reviews to ensure exceptional financial stewardship.
- Collaborate with ILCHF staff and external stakeholders to develop, implement, and monitor evaluation tools that assess the impact of the Foundation's investments in children's oral health and other key initiatives.
- Ensure evaluation practices reflect ILCHF's values and promote continuous learning and improvement.
- Use data and insights to inform strategy, strengthen initiatives, and communicate outcomes to partners and the broader community.
- Engage in annual impact reporting on closed grants.

### **COMPETENCIES**

The competencies needed to carry out the responsibilities outlined above are as follows:

#### *Personal/Professional*

- 8-10 years of experience with public health, or another relevant health/clinical related field is required.
- A proven natural collaborator who actively seeks out a diversity of voices and perspectives to listen and learn.
- Respected history of leadership on health issues.
- Valued for their contribution as a team player who possesses strong emotional intelligence and a sense of humor.
- Well-developed and respected oral and written communication skills.

#### *Grantmaking*

- Experienced with health strategies rooted in equity, power building, or shared decision-making.
- Seasoned strategic planning and research experience, with hands on experience moving a health project from ideation to implementation.
- 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.
- Working knowledge of children's oral health research and evaluation methodologies a plus, but not required.
- Strong experience discerning where and how to strategically invest resources on health issues.

- Experience bringing organizations together to learn and take collective action on health issues.

#### *Learning and Leadership*

- Proven evaluation skills that lead to real learning – Experience with mapping out learning objectives, determining strategies for collecting needed data, interpreting data and using data to inform decision making.
- Keeps an open mind for new ideas and is resourceful about learning and sharing best practices.
- Has a record of continuous learning through involvement with health-related organizations and professional groups and natural curiosity to keep current on data and research.
- Experienced at structuring and facilitating opportunities to share and exchange health information and ensuring information reaches audiences in ways they can understand.

#### *Administration*

- Demonstrated history of supporting staff excellence, growth and commitment to mission and helping each member succeed.
- Demonstrated commitment to managing data and development of collection tools that are efficient and contribute to learning for all.
- Strong proficiency with Microsoft Office with experience in Blackbaud GIFTS a plus.

#### **SALARY AND BENEFITS**

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

- Competitive Full-Time salary in the range of \$150,000 - \$160,000.
- Health insurance coverage through Blue Cross Blue Shield Platinum plan. The employer covers 75% of the monthly premium cost for both the employee and their dependents. The plan includes a \$350 annual deductible for individual coverage and a \$1,750 out-of-pocket maximum. For family coverage, the deductible is \$1,050 per year, with a \$5,250 out-of-pocket maximum.
- Dental, vision, and life insurance coverage: 100% of the premium covered by the employer for both the employee and their dependents.
- Life Insurance (\$50,000); Short and long-term disability insurance.
- Hybrid Office setting with a requirement of 2 days per week (*Tuesday & Thursday*) in office.
- 15 PTO Days to Start, plus all federal and state holidays and two floating holidays.
- 12 Wellness Days per year accrued at 4 hours per pay period.
- Professional Development Budget of \$3,000 annually.

- Tuition Reimbursement of \$5,250 per year (proof of enrollment required).
- 401(k) Plan, up to 6% match on employee contribution in the retirement plan plus a 2% profit sharing contribution (eligible after 6 months of employment).

All ILCHF staff are required to be residents of the State of Illinois, and all work—including remote work—must be conducted within Illinois. Exceptions are made only for approved work-related travel, such as conferences or activities directly associated with job responsibilities that require out-of-state presence.

#### **APPLICATION PROCESS**

ILCHF has hired SAL Consulting, Inc. to support this search process. Inquiries and questions can be directed to Sheila Leahy (sal.consulting.inc@gmail.com). Applications will be reviewed on a rolling basis and interested parties are encouraged to apply early to ensure consideration.

To apply, please submit a current resume and cover letter that speaks to the competencies outlined above, with only *YOUR NAME* in the subject line to:

***ilchf.search@gmail.com***