TWO POSITIONS OPEN

**Titles:** Program Director, Strategic Initiatives and Program Director, Health Workforce

**Supervised by:** Chief Program Officer

**Status:** Exempt, Salaried, full-time

**Date:** To be filled by June, with an expected start date in July

ABOUT MICHAEL REESE HEALTH TRUST

Michael Reese Health Trust (Michael Reese) is a public foundation focused on improving public health and ensuring all Chicagoans have equal access to health solutions. We prioritize the areas of domestic violence, homelessness, and health workforce to address root causes that prevent communities from reaching and maintaining health. We honor our Jewish Legacy by investing in capacity building of Jewish-led organizations. Michael Reese uses our tools of advocacy, grantmaking, and incubation to advance our priority areas to create real, lasting change. For over 30 years, Michael Reese has focused on improving public health. Our core principle - that all Chicagoans should have equal access to health solutions - has never wavered. Learn more by visiting [https://wearemichaelreese.org](https://wearemichaelreese.org).

ABOUT THE ROLES

Michael Reese will be filling two Program Directors positions, both are senior-level peer positions whose work redefines philanthropy through the creation of new approaches centered on community needs, ideas, and input. The Program Directors develop partnerships with public and private entities to resource and implement strategies that address the critical health needs of our region. These positions will report to the Chief Program Officer and be supported by a strong, collaborative internal team. **Candidates will be considered for both positions unless interest in only one position is specified in the cover letter.**

**The Program Director, Strategic Initiatives** will manage current Michael Reese strategic initiatives and support the development of new and emerging health projects that support community-led innovation and power-building. This Director will manage the Health First Collaborative (HFC), a collaboration of funding partners, community organizations, health workers, residents, and others working together through grant-making, advocacy, and learning. [https://wearemichaelreese.org/incubation/health-first-collaborative](https://wearemichaelreese.org/incubation/health-first-collaborative)

**The Program Director, Health Workforce** is pivotal in driving the foundation’s mission to strengthen the health workforce and integrate community health workers permanently into the health workforce. This Director works to leverage the trusted expertise and lived experiences of community health workers to enhance the health and well-being of Chicagoland communities. [https://wearemichaelreese.org/our-priorities/healthworkforce](https://wearemichaelreese.org/our-priorities/healthworkforce)

THE WORK SCHEDULE

Our team utilizes a hybrid model with an office in downtown Chicago. Employees are expected to be in the office on Thursdays and as needed for other events and meetings. The hybrid schedule is potentially subject to change.
COMPENSATION
The salary range is $140,000-$165,000 per year, with an excellent benefits package including paid time off, employer-paid health, dental, and vision insurance, and an employer contribution to a retirement plan.

ESSENTIAL RESPONSIBILITIES FOR BOTH DIRECTORS
Strategic Leadership and Vision (35%):
• Lead the design and implementation of a comprehensive strategy to support Michael Reese’s strategic initiatives using a racial equity and social justice lens, engaging the perspectives of all key stakeholders. Strategies will support community-led innovation and power-building.
• Act as a field catalyst to mobilize philanthropy and the broader health ecosystem to support health equity.
• Identify and articulate clear program metrics and outcomes to be monitored, tracked, and shared regularly.

Incubation and Support (15%):
• Leverage the Michael Reese incubation role to pilot new initiatives that address gaps
• Provide capacity-building support to partners to support their success.

Resource Coordination and Fundraising (10%):
• Spearhead efforts to encourage coordination between public and private funding and capacity-building resources at the city, county, and state levels.
• Execute fundraising efforts to bring in new public and private funders to support program goals.

Building Strategic Partnership, and Collaboration (25%):
• Foster relationships and collaborations with key stakeholders in the public and private sectors, encompassing governmental bodies and the judicial system, to strengthen public health, catalyze social change, and promote community innovation.
• Engage policymakers to advocate for supportive legislation and resources.
• Expand alliances and collaborate with experts from participating foundations to devise a comprehensive media strategy for these initiatives.
• Act as a spokesperson and raise awareness for the foundation’s strategic priorities.
• Share best practices and lessons learned with the broader field to influence social innovation, public policy, and discourse, and to highlight opportunities to center community voice in philanthropy.
• Handle questions and discussions with poise and confidence during written communication, public events, panels, and forums.

General Administration/Other (15%):
• Work with Michael Reese’s finance staff to process, acknowledge, track, and account for revenue and expenses.
• Organize meetings, maintain mailing lists, secure space, draft and distribute agendas and other materials, and provide summary notes as appropriate.
• Participate in educational opportunities and professional networks.
• Protect the organization by keeping information confidential.
• Execute other special projects and duties as assigned.

**Responsibilities specific to the PROGRAM DIRECTOR, STRATEGIC INITIATIVES**

- Provide strategic direction on and lead development of HFC’s programs and projects and other Michael Reese strategic initiatives.
- Convene and facilitate HFC participants, including the Community Advisory Council, taking the lead role in setting the agenda, facilitating discussions, and ensuring that decisions are made in a timely manner.
- Manage the administrative tasks of the HFC Steering Committee, Grants Committee, and ad hoc committees including setting agendas, scheduling meetings, facilitating discussion, preparing and sharing meeting materials, and ensuring that decisions are made in a timely manner and documented.
- Foster mutual respect, trust, and collaboration with the HFC leadership and grantee partners.
- Support the creation and maintenance of an inclusive and representative environment for Michael Reese strategic initiatives.

**Responsibilities specific to the PROGRAM DIRECTOR, HEALTH WORKFORCE**

- Lead the design and implementation of a comprehensive strategy for the Health Workforce Priority, using a racial equity and social justice lens, engaging the perspectives of all key stakeholders. Identify and articulate clear outcomes the program aims to achieve.
- Work closely with educational institutions, healthcare providers, and community organizations to create pathways for economic mobility for the health workforce and community health workers.
- Act as a central coordination point for health workforce initiatives, engaging with local and national programs, as necessary.
- Proactively pursue advisory and cooperative prospects with other urban centers to create economic advancement opportunities for individuals with pertinent personal experience.

**QUALIFICATIONS**

The ideal applicants for the positions will possess:

- Knowledge of Chicago’s public health, healthcare, and non-profit sectors, with an understanding of the key issues and stakeholders.
- The Program Director, Health Workforce will also possess an understanding of the issues facing healthcare workers, ideally with direct experience working in public health.
- An understanding of the political, economic, and social contexts of communities and interest areas supported by Michael Reese.
- At least ten years of previous work experience in the nonprofit sector, with progressive responsibility, including developing, evaluating, and evolving programs.
- A strong background in strategy development and implementation.
- The ability to handle essential program responsibilities while driving transformation.
- A demonstrated ability to manage complex projects and initiatives from conception to completion.
- An entrepreneurial and/or start-up mindset and skills in private-public partnerships.
• Comfortable with fundraising, including grant writing and funder/donor cultivation.
• Excellent communication skills and can convey their ideas clearly in writing and verbally.
• Strong active listening skills to understand the needs and concerns of stakeholders.
• Experience with budget development, oversight, and financial reporting.
• An ability to craft and deliver compelling messages tailored to diverse audiences, ensuring clear communication of the organization’s message, values, and objectives.
• A minimum of a bachelor’s degree in a relevant field such as public administration, business administration, social work, nonprofit management, or a related field is usually required.
• Proficiency in virtual meeting platforms, MS Outlook, Word, Excel, and PowerPoint. The ability and willingness to quickly learn and utilize new technologies.
• Bilingual Spanish abilities are a plus.

WORK ENVIRONMENT
• The workplace is a smoke-free and drug-free environment.
• While performing the duties of this job, the employee is regularly required to talk or hear and to operate office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
• The office is fully accessible.
• Reasonable accommodation will enable qualified individuals with disabilities to perform the position’s essential functions.
• Michael Reese is committed to a diverse, fair, and equitable workplace where everyone is a valued member of the team. We are proud to be an equal-opportunity employer. Hiring, employment, and promotional opportunities are based upon individual capabilities and qualifications without regard to race, ethnicity, color, creed, religion, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, and/or marital status, order of protection status, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

APPLICATION PROCESS
• We’ve retained Torkelson Consulting, Inc. to coordinate these searches. Interested applicants should email:
  1. A cover letter that explains why you are well-suited for the position(s). You will be considered for both positions unless you specify your interest in only one position
  2. Your resume
  3. How you learned of the position to associate@torkelsonconsulting.com
• Please type your first and last name in the subject line. No phone calls, please.
• Applicants may request accommodation for any stage of the hiring process.