



Illinois Public Health Association

The Illinois Public Health Association (IPHA) is seeking a Program Manager to support the implementation of objectives and deliverables for various grant-funded projects related to HIV and STI prevention programming. The Program Manager will be responsible for managing all assigned grants and contracts throughout their lifecycle, from the funding award to the final grant reporting. The Program Manager will serve as a liaison to the IPHA fiscal and grants/contracts team to ensure timely and accurate reporting, budgets, contracts, and compliance documentation.

The Program Manager may also support other grant-funded initiatives as funding allows and will report to the Assistant Director for HIV Programs.

To apply: Complete applications must include a resume, cover letter, and completion of a job skills assessment questionnaire. The job skills assessment questionnaire will be provided to each qualified candidate who submits an application for this position. Incomplete applications will not be reviewed. The cover letter should compare your skills and experience to the duties, responsibilities, and required qualifications for this position. Applications will be considered on a rolling basis until the position is filled.

No phone calls, please.

Please submit your resume, cover letter to Conny Moody, IPHA Associate Executive Director for Operations, cmoody@ipha.com

JOB DESCRIPTION

JOB TITLE: Program Manager

SUPERVISION: Reports to and works under the general supervision of the IPHA Assistant Director for HIV Programs, who assigns duties and reviews work for effectiveness according to established work standards. Supervision of employees is not a responsibility of this position.

POSITION SUMMARY: This position performs administrative duties related to IPHA grant-funded programs and training activities, which involve variety and complexity of assignments. This position may at times be required to use independent judgement in applying internal policies and procedures to work situations.

The Program Manager is responsible for managing all assigned grants and contracts throughout their lifecycle, from the concept design process to the final reporting documentation.

Among the primary responsibilities are (1) coordinating all steps of grant application and reporting processes for assigned grants, including reviewing and writing detailed narratives, assembling budgets,

and performing quality management tasks on program data; (2) tracking and analyzing program outcomes and deliverables, including process indicators such as testing caseloads, and (3) communicating with internal teams and funded organizations to ensure timely and accurate internal and external submissions for applications, reports, budgets, contracts, and other compliance materials, as well as conducting site visits to ensure project compliance.

PRIMARY RESPONSIBILITIES:

Grant Management

- Serve as a Lead Agent for IPHA's HIV Prevention Lead Agency Grants and provide project management for IPHA's HIV-related and STI-related grant-funded programs, ensuring program and fiscal management of grants, and the achievement of grant-related outcomes.
 - Submit all required reports accurately and on-time
 - Coordinate reporting associated with program grant portfolio, including narrative, data, and financial components
 - Develop narrative for reports for the assigned grants which ensure programmatic data collection is in alignment with required funder reports
 - Assist with developing budgets for grant proposals
 - Organize and provide support and input to regular program expenditure review of funded organizations
 - Recommend budget changes based upon program activities for subrecipients
 - Develop, update, and revise scopes of service for subrecipients
 - Provide technical assistance to subrecipients to ensure compliance with contractual and statutory requirements.
 - Prepare monthly billing invoices from HIV/STI grant-funded projects with IPHA fiscal staff for submission to funders.
 - Oversee data collection for IPHA's HIV/STI grant-funded projects.
 - Compile progress reports on HIV/STI grant-funded projects for submission to funders.
- Assist with identifying HIV/STI-related grant opportunities and developing applications in response to funding opportunities.
- Collaborate with the program teams and partners to support grant reporting and evaluation efforts, including:
 - Develop timelines for reporting and evaluation to ensure timely submission of reports to grant-funding agencies.
 - Compile program data, including assisting with compilation of HIV PROVIDE and condom distribution reports at routine intervals.
 - Draft evaluation reports to state and federal grant-funding agencies.
 - Communicate and monitor submission of reporting by subrecipients and external partners to collect grant information, including success stories and lessons learned.
 - Maintain internal program records and files.

Communication and Relationship Development

1. Convene regular meetings of HIV/STI staff and partner agencies participating in HIV/STI grant-funded projects.

2. Develop, schedule, and attend/deliver HIV/STI grant-funded capacity-building webinars/meetings/trainings/conferences.
3. Edit/write as-needed publications and promotional materials regarding HIV/STI grant-funded projects.
4. Assist with media campaigns, web/social media activities, and exhibiting/promotional opportunities for IPHA's HIV/STI grant-funded projects.
5. Prepare for, and participate in, project audits on HIV/STI grant programs.
6. Attend and lead site visits with subrecipients on HIV/STI grant-funded projects.
7. Assist with the development, implementation, and reporting of quality improvement efforts for HIV/STI grant-funded projects.
8. Provide technical assistance on HIV/STI programming, HIV/STI policies, and HIV/STI trends to local health departments, community-based organizations, and other healthcare organizations across Illinois.
9. Participate in HIV/STI-related task forces/committees/work groups as necessary to represent IPHA's HIV/AIDS Program.

REQUIRED QUALIFICATIONS:

- Master's degree in public health, community health, public administration, or related field; or, a Bachelor's degree in community or public health, health education, or related field and three (3) years of progressively responsible administrative experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and ability.
- Excellent written and verbal communication skills.
- Demonstrated strength in the use of technology, including Office 365 (Outlook, SharePoint, Word, Excel, PowerPoint), Zoom and TEAMS, etc. and other software.
- Highly developed organizational skills and attention to detail, as well as interpersonal skills to work with a diverse internal team and a wide array of external partners.
- Ability to manage multiple tasks and projects simultaneously, be comfortable in a fast-paced environment, and be able to adapt to change and growth with the ability to work both independently and part of project teams.
- Strong analytical and problem-solving skills.

PREFERRED QUALIFICATIONS:

- Thorough understanding of HIV/STI, HIV prevention techniques and HIV Navigation Services/linkages to care resources and coordination.
- Training and experience in HIV testing, counseling, and HIV data.
- Successful experience working with ethnic, racial, economic, and sexually diverse populations.
- Knowledge and sensitivity about the needs/issues of various subpopulations such as people of color and the LGBTQ community.
- Experience working with grant-funded program or grants management tracking is highly desirable.
- Knowledge of the state of Illinois Grant Accountability and Transparency Act requirements and/or federal grant funding mandates is preferred.

JOB REQUIREMENTS:

- This position is full-time, 37.5 hours per week.
- Must be able to sit at and operate a computer and other office equipment for a significant portion of the workday.
- This position entails occasional travel for one or more nights from time-to-time.
- A criminal history background check will be conducted; however, conviction of a crime may not necessarily disqualify an individual from this position.

EMPLOYMENT STATUS: Exempt under the Fair Labor Standards Act

COMPENSATION: \$65,000 to \$70,000 annual salary.

IPHA offers competitive benefits that include:

- Group insurance benefits including - health, dental, vision and life insurance
- Paid sick leave (one per month), personal business (3 annually), and vacation days (10 days in year one of employment)
- Paid holidays
- Optional pre-tax retirement plan
- Free onsite parking

WORK HOURS: Monday – Friday, 8:00 AM to 4:30 PM, one-hour lunch period.

LOCATION: This position is located in downtown Springfield, Illinois, 500 W. Monroe St., Suite 1E. This position is eligible for a hybrid work schedule (3 days onsite and 2 days remote) after completion of a 90-day probationary period.

START DATE: Immediately.

ABOUT IPHA: The Illinois Public Health Association (IPHA) is the oldest and largest public health association in Illinois. As one of the largest affiliates of the American Public Health Association, IPHA is widely recognized as a leader in the field of public health advocacy, health education and promotion. With a mission to lead in the enhancement and support of the public health system and the practice of public health, focused on health equity and improved health throughout Illinois, IPHA strives for excellence through a variety of programming and advocacy efforts. www.ipha.com

The Illinois Public Health Association (IPHA) is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, veteran status, genetic information, or any other personal characteristic not relevant to the posted position.