TITLE: Program Director
REPORTS TO: Chief Program Officer

SUMMARY: The Illinois Chapter, American Academy of Pediatrics (ICAAP) is hiring a full-time Program Director who will take a leadership role in supporting multiple ICAAP programs. The Program Director will work closely with ICAAP staff, healthcare professionals, and ICAAP Committees to execute grant deliverables and meet project goals for multiple ICAAP programs. The programs overseen by the Program Director may shift based on funding cycles and organizational needs, but the current portfolio includes the existing Adolescent Health program and the newly created Pediatric Mental and Oral Health programs. Desired candidates will be strategic thinkers and planners who are able to manage multiple projects simultaneously and demonstrate a commitment to pediatric and/or public health.

ABOUT ICAAP: ICAAP is a 501c3 organization that seeks to promote and advocate for optimal child, youth, and family well-being, and access to quality healthcare. Consisting of 2,000 members across Illinois, ICAAP works to improve child and family health through the development of education to meet the needs of pediatric healthcare providers, connecting pediatricians to resources in their community, and advocating for policy and systems change to address the needs of children, families, and health care providers. ICAAP is growing and currently has a team of 20 dedicated staff. To learn more about ICAAP projects and initiatives, visit IllinoisAAP.org.

RESPONSIBILITES:
The Program Director will oversee programs focused on Adolescent, Mental, and Oral health. As stated above, the specific programs overseen by this position may shift over time. The primary duties of the Program Director include but are not limited to:

- Program Strategy and Implementation
    - Oversee the strategic direction and development of multiple programs and projects in collaboration with other ICAAP leaders and members
    - Develop educational curricula in conjunction with member physicians and stakeholders to be delivered in-person and via webinar, ensuring all curricula meet CME requirements
    - Manage the planning and implementation of educational trainings, meetings, and events
    - Develop high-quality program materials and facilitate clear communication for multiple projects
    - Recruit and retain a diverse group of ICAAP members and experts as volunteers, presenters, and participants in ICAAP's programs and projects, and conduct outreach as needed to expand program participation and engagement
    - Staff ICAAP project committees and collaboratives, including the Mental, Adolescent, and Oral Health committees
    - Collaborate and build relationships with ICAAP members, funders, organizational partners, and content experts
- Grant Management and Fundraising
    - Write grants to secure funding through government and private funding sources; assist in identifying new sources of revenue
    - Develop and manage project budgets; manage reporting requirements; conduct program evaluations
- Supervision and People Management*
    - Supervise one ICAAP Program Manager and manage a diverse team of consultants and subcontractors
    - *Supervision responsibilities may change as ICAAP's team grows and evolves*

QUALIFICATIONS:
- Seven to 10 years of work experience in public health, child health, or related field OR a bachelor's degree or equivalent with five to seven years of work experience
- Candidates with a Master's degree in Public Health or a related field may be given preference
- Experience with professional/accredited education programs or quality improvement (QI) projects desired
- Experience managing staff and consultants

- Demonstrated interest in and commitment to child, family, or public health programming and policy
- Resourceful and self-motivated with outstanding problem-solving skills
- Excellent written and verbal communication skills
- Highly organized and detail-oriented, with an ability to produce error-free work
- Ability to work in a fast-paced environment and manage multiple priorities and projects
- Advanced computer skills, including knowledge of webinar tools and Microsoft suite
- As of September 1, 2021, all employees must provide proof of up-to-date (full series and recommended boosters) COVID-19 vaccination status

Not sure you meet 100% of our qualifications? We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. If you believe that you could excel in this role, we encourage you to apply.

SALARY: This full-time, 40 hour/week, exempt, grant-funded position offers a salary of $75,000-$80,000 annually based on experience, organizational budget, and availability of grant funds. Staff are eligible for regular cost of living increases, work-from-home stipends, and occasional bonuses and employee incentives.

BENEFITS:
ICAAP offers a competitive salary and benefits package and the opportunity to work with a small, collaborative, and dedicated team.
- Excellent medical, dental, and vision coverage for employees and dependents with employer contribution; 100% employer paid medical insurance option
- Generous time off with up to 27 days of PTO and 13 paid holidays during your first year
- Hybrid office setting with a requirement of 2 days per week in office with a flexible work schedule and comp time to ensure work-life balance
- Casual office dress code and regular employee appreciation activities
- 401(k) with employer match
- Flexible spending account (FSA) with pre-tax employee contribution
- Life insurance and short- and long-term disability coverage
- Commitment to professional development, a tuition reimbursement program, and opportunities for growth within the organization
- Opportunity to work with a dedicated team on innovative, meaningful projects
- Reimbursement for any mileage traveled on ICAAP business

WORK ENVIRONMENT: ICAAP provides remote working flexibility for staff and currently operates under a hybrid schedule. All applicants should be prepared to work in-person at least two days per week in the Chicago office. When working from home, staff must be online and available during the core hours of 10am-2pm. Other daily work hours are flexible. All staff receive laptops, an office workspace, and all equipment necessary to complete their assigned responsibilities. Occasional evening and weekend work and some travel may be required.

The position is grant-funded and thereby subject to the conditions of the grant contracts. The position is subject to revisions to the project scopes and may terminate without new or continued project funding to support the position beyond the initial project period.

APPLICATION AND HIRING PROCESS: Please send a resume and cover letter in a *single PDF* to jobs@publicgoodtalent.com with "ICAAP Program Director" in the subject line. ICAAP is partnering with Public Good Talent to fill this position. After submitting an application, you will receive information on next steps within three business days. The hiring process will include a short introductory conversation, a 60-minute first round interview (via Zoom), a short assignment, and a final interview with the ICAAP leadership team (via Zoom). If you have any questions about the role or the hiring process, please contact info@publicgoodtalent.com.

ICAAP is proudly committed to recruiting and retaining a diverse and inclusive workforce. As an Equal Opportunity Employer, we never discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical condition), sexual orientation, gender identity, gender expression, age, status as protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We are committed to providing a welcoming and inclusive environment for all our staff members and welcome applications from anyone who is interested in joining our team!