



## **Position Announcement** **IOMC Program Manager**

The Institute of Medicine of Chicago (IOMC) and Public Health Institute of Metropolitan Chicago (PHIMC) seek a full-time Program Manager to manage all daily activities of IOMC. The position will include implementation of IOMC's program plan, recruiting of and interfacing with IOMC members, and administrative functions needed to manage IOMC's work.

PHIMC serves as the organizational home for IOMC and provides management support for its fiscal, administrative, and programmatic functions. IOMC is an independent 501(c)3 with its own board of directors with whom PHIMC collaborates to advance the mission of the organization. The IOMC Program Manager will report to PHIMC's Executive Director and to the IOMC Board.

IOMC is an independent organization of distinguished leaders in the health field who collaborate to improve the health of the public. Drawing upon the expertise of a diverse membership and other regional leaders, the IOMC addresses critical health issues through a range of interdisciplinary approaches including education, research, communication of trusted information, and community engagement. With the health of the public at its core, IOMC is building new programs and services to better meet the needs of its members and the Chicagoland community.

PHIMC enhances the capacity of public health and health care systems to promote health equity and expand access to care. Through organizational development, system transformation, fiscal management, and program implementation. PHIMC leads efforts to strengthen the public health infrastructure in Illinois. PHIMC tackles critical health challenges in partnership with public health departments and other government agencies, community-based organization and advocacy groups, academic and grant-making institutions, and health care providers and associations.

Duties include, but are not limited to the following:

- Manage day to day operations of IOMC
- Lead implementation of all program activities including member breakfasts, State of the Health of Chicago, Annual Meeting, and other initiatives prioritized by the Board
- Lead IOMC's member recruitment and retention activities including maintaining member database (Wild Apricot), presenting IOMC to potential new members, responding to member inquiries, sending membership dues reminders and tracking payments
- Ensure current content on IOMC's website
- Lead a competitive RFP and grant-making program in collaboration with the Portes Foundation
- Provide staff support to the IOMC board and all committees

Preferred qualifications:

- Bachelor's Degree five years or Master's Degree and two years experience in membership organization management, association management, public health, or other relevant fields
- Excellent oral and written communication skills
- Excellent organizational skills
- Ability to work independently
- Ability to see an issue and initiate a response
- Comfortable taking direction and seeking help when needed
- Expertise in using Microsoft Office programs, especially Excel and Outlook
- Experience with Wild Apricot preferred

PHIMC is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability or veteran status. Please email a cover letter and resume outlining your unique qualifications addressed to "Hiring Committee" to [jobs@phimc.org](mailto:jobs@phimc.org) with "**IOMC Program Manager**" in the subject line. No phone inquiries will be accepted.