

Now Hiring - Chief Program Officer

Who We Are

Michael Reese incubates, strengthens and advocates for health solutions to ensure all Chicagoans can live healthy lives. We partner with organizations across Chicago by providing grant funding and advisory support to advance their work through our Incubation, Grantmaking and Advocacy programs. We carry on the values of the Michael Reese Hospital to provide quality, compassionate and accessible health solutions to Chicago. To learn more about our programs and current priorities, please visit wearemichaelreese.org.

About the Role

Michael Reese Health Trust seeks a highly skilled Chief Program Officer. This position requires a person who seeks to be a part of a collaborative, motivated team working to ensure all Chicagoans can live healthy lives.

This position will manage all aspects of the foundation's Program Department, including strategy, budgeting, staffing, leveraging foundation dollars, advocacy, grantmaking and incubation work and related operational and administrative functions. The ideal candidate will have familiarity with Chicago's Jewish community and the history of the Michael Reese Hospital, have a background in public health, has demonstrated experience in centering the community voice in their work, will be highly organized, experienced in all areas of grantmaking, program development, professional team management, strategic planning and implementation, technologically proficient, detail-oriented and able to manage core program duties while leading change. This position will report to the President and CEO and be supported by a strong, collaborative internal management and administrative team.

Specific Role Functions

- Support the Michael Reese goal to grow into our new identity as a public foundation, leading the Program area to realize its optimal structure and scale, strategic approach, operational capacity and role in fulfilling the obligations and maximizing the benefits of public foundation status while advancing our mission and our vision of health equity
- Provide leadership for our transition from one to three programs – grantmaking, incubation, advocacy – and align them with our expertise, capacity and intended impact
- Work in partnership with Communications, Fundraising and Evaluation team members to facilitate the amplification of Michael Reese’s work, impact and resource development to both internal and external audiences
- Develop and manage a Program Department budget and team
- Assess current staffing, skill sets and resources and make adjustments, including recruiting and hiring team members, as needed
- Develop and maintain relationships with public and private funders, elected officials, nonprofit and community leaders who align with Michael Reese priorities
- Build a strong, working relationship with the Jewish Federation of Metropolitan Chicago professional team that will facilitate opportunities to align funding and priorities
- Develop working relationships with Jewish agencies to understand their work and their capacity needs and oversee our Jewish community grantmaking

Qualifications

- Public health experience and education is preferred but not required.
- A familiarity with the Chicago Jewish community and history of the Michael Reese Hospital is recommended.
- Can demonstrate through experience how to center and empower community voice
- At least ten years of nonprofit and foundation experience

- An advanced degree in a relevant field is preferred
- Thorough knowledge of philanthropy, including grantmaking, funder collaboratives and fund alignment.
- Familiarity and comfort with fundraising preferred
- Ability to recognize incubation, acceleration and/or advocacy opportunities that align with Michael Reese priorities will be prioritized
- Previous experience with and responsibility for managing projects including developing and managing budgets and financial program planning is essential
- Demonstrated ability to adapt to a changing environment while upholding the organization's mission and strategies
- Ability to conceptualize frameworks, ask critical questions and engage in collaborative processes to collect meaningful data and to utilize data to inform decision-making, storytelling and systems change
- Excellent written and verbal communication skills
- Strategic, analytical problem solver, who identifies and leverages opportunities and resources
- Previous hands-on experience with grantmaking system software is required
- Knowledge of, and high comfort level with, computer software systems including Word, PowerPoint, Excel, Outlook and video conferencing

Work Environment

- This is a full-time position based in Chicago
- Our team currently is fully remote due to the COVID-19 pandemic and will utilize a hybrid model with an office in or near downtown Chicago
- While performing the duties of this job, the employee is regularly required to talk or hear and use hands to operate office equipment such as computers, phones, photocopiers, scanners, filing cabinets
- Workplace is a smoke-free and drug-free environment
- Equal employment opportunity and having a diverse staff are fundamental principles at Michael Reese. 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, handicap, disability or any other factor determined to be unlawful by federal, state or local statutes

Compensation

Salary is commensurate with experience. Excellent employee benefits.

Application Process

- Interested applicants should email a cover letter and resume to hello@wearemichaelreese.org, using Your Name as the subject line
- In the cover letter, please include how your skills and experience meet the responsibilities noted above, your salary range requirement and where you learned of the open position
- Add your Last Name to the front of the cover letter and resume file name
- No phone calls please
- For additional information visit our website: <https://wearemichaelreese.org>