



Job Code: 8055

Grade: 24

HCWR: Exempt

Job Title

Director of Programmatic Services & Innovation

Department

Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under the direction of the Deputy Chief Executive Officer of Finance & Strategy, the Director of Programmatic Services & Innovation assists in the design and financial development of innovative health care programs and initiatives. The Director's primary focus is to leverage CCHHS's reputational, programmatic and financial assets through relationships with organizations that align with its mission, values and aims of improved health and quality of life. These alignment efforts will also identify merging trends and innovative ideas to accelerate and drive positive transformation change within the System. The Director has direct supervisory responsibility for a Grant Writer, who provides assistance with these endeavors including the development and management of a portfolio of grant opportunities, donors and donor prospects and other partner relationships.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- With the aim of discovering new perspectives and emerging trends to drive CCHHS transformational change, develops and executes a CCHHS-wide strategy for engaging influential partners from diverse perspectives, national philanthropic and health and well-being organizations, businesses, community organizations, non-profits, civic leaders, researchers and others including those who don't necessarily see themselves as linked to health care; connects partners in an effort to strengthen shared joint abilities to help accomplish CCHHS priorities
- Supervises and manages the efforts of staff and resources supporting all phases of design and process improvement implementation
- Develops background and briefing materials to support outreach to build key strategic relationships that will help achieve CCHHS priorities
- Represents CCHHS at key events and meetings to accelerate progress toward CCHHS goals and increase awareness of current and proposed programs and services
- Directs market and partner related research and analysis to define, segment, prioritize and reach out to influential partners; translates research into practical, applicable knowledge and tactics to present information that encourages the adoption of new approaches and the bridging of business with health care issues
- Develops and coordinates a grant calendar; ensures grant applications and/or other funding applications meet application filing deadlines
- Develops and manages departmental policies and procedures, goals and objectives to develop relationships with partner institutions
- Monitors budget, expense reports or other financial data for fundraising functions and provides periodic reports using key metrics to measure effectiveness of fundraising efforts
- Ensures external acquired funding effectively supports the infrastructures of existing, new and proposed health care programs and initiatives; provides assistance with the design, development and implementation with the intent of improving health and quality of life within Cook County
- Works with CCHHS Communications department to develop promotional materials for relationship building purposes; secures speakers for charitable events and community meetings, secures commitments of participation or donation from individuals or corporate donors; identifies innovative donor acknowledgement and recognition opportunities and



Typical Duties

- ensures that all gifts are appropriately and promptly recognized and acknowledged
- Ensures the creation and maintenance of a donor database and contribution file; establishes data entry standards to ensure data consistency and integrity; retrieves data and designs reports to analyze data supporting grants, fundraising, donor recognition and cultivation efforts
- Stays current with emerging trends and opportunities for positive change
- Must be able to travel as required to support the design and development of innovative health care programs and initiatives

Reporting Relationship

The Director of Programmatic Services & Innovation reports to the Deputy Chief Executive Officer of Finance & Strategy

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Five (5) years of experience leading healthcare financial development to include working with private business, major national philanthropy and national health and well-being organizations
- Three (3) years of experience with budgeting and expense management
- Experience in design and development of a health care program and initiative infrastructures
- Must be able to work flexible hours including evenings and weekends
- Must be able to travel as required to support the design and development of innovative health care programs and initiatives

Preferred Qualifications

- Master's degree from an accredited college or university

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of grant management including, budget personnel management and reporting
- Knowledge of the development and execution of fundraising plans
- Understanding of budget processes, controls, and expense Working knowledge of Raiser's Edge and/or other web-based fundraising software
- Excellent organizational skills and the ability to attend to details and meet firm deadlines
- Excellent writing and oral presentation skills with the ability to translate complicated materials into clear and simple language
- Strong supervisory/people management skills
- Strong critical thinker with excellent judgment and keen analytical and business strategy skills
- Strong project management skills with the ability to multi-task and work to deadline
- Ability to effectively and cost efficiently integrate external funds to support program and initiative infrastructure
- Ability to create and respond to novel and innovative approaches to change organizational systems and culture; forward thinker



Knowledge, Skills, Abilities and Other Characteristics

- Ability to turn research and data into relevant information and actionable strategy with the aim of driving and maximizing partnership opportunities
- Ability to work across internal and external teams with the ability to inspire others to work toward shared goals
- Ability to master and utilize tools and platforms for engagement, client management and social networking
- Ability to initiate and take responsibility for submittal of all aspects of grant parameters and deliverable
- Ability to work independently, as well as part of a team
- Ability to initiate contact and create partnerships with potential and current donors as well as establish and maintain positive relationships with same
- Ability to work in a multi-ethnic and multi-cultural environment
- Ability to maintain confidentiality
- Ability to work a flexible schedule to include evenings and weekends
- Must be able to travel as required to support the design and development of innovative health care programs and initiatives

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.