**Health and Human Services Program Director**

**CROWN FAMILY PHILANTHROPIES, CHICAGO, ILLINOIS**

Overall Responsibility: Reporting to the Sr. VP Programs works with family members to plan, develop, present and manage the Foundation’s Health and Human Services portfolios.

**Key Areas of Responsibility:**

* Staff liaison with HHS Program Committee consisting of Crown Family Philanthropies Board members and other family members
* Plan and manage committee meetings, supporting the Committee Chair
* Educate committee members on policy, economics, and social impact of key issues by engaging leading experts in the field and circulating salient materials, including writing briefing memos on issues that are not currently funded
* Develop strategies, goals and objectives for Committee approval
* Research and present dockets of health and human services grants consistent with agreed strategies, goals, and objectives
* Identify, establish and cultivate partnerships to fund and operationalize key strategies
* Develop metrics for clusters of related grants and work with grantees on building indicators into both grants and portfolios
* Based on family member interests, identify appropriate giving opportunities, research organizational strength, and suggest appropriate gift ranges. Establish relationships based on an understanding of style, level of support and building trust

**Skills and Abilities:**

* Ability to conceive and execute high level strategy and align tactical needs creatively and effectively
* Knowledge of Chicago based health and human services programs
* Experience in detailed project management
* Ability to set clear goals and develop and implement metrics to measure outcomes
* Excellent communications skills including: interpersonal, oral, written, and ability to listen and synthesize multiple inputs
* Superb organizational skills including ability to prioritize agendas
* Knowledge of nonprofit organizations and nonprofit management
* Ability to work independently and as part of a team
* Excellent problem solving skills
* Ability to thrive in philanthropic and business environment driven by an extended family

**Education:** Bachelor’s degree required, Masters preferred.

**Experience:** Five to ten years progressive experience working on health and human services issues required; experience working in a foundation or nonprofit strongly preferred; broad exposure to multiple public policy and direct service areas is preferable to narrow focus on one topic. Application Instructions: Submit cover letter and resume to CFPjobs@crown-chicago.com.