Leading Healthy Futures, Inc.
Position Announcement: Consultant
Spring 2015

Reports to: President
FLSA Status: Salary

The Organization: Leading Healthy Futures (LHF) is a small consulting firm in service to organizations in the health, social service and education sectors. LHF services include grants acquisition, program design, strategic planning, the formation of strategic alliances, and interim executive leadership. Leading Healthy Futures values innovation, authenticity, efficiency, results and fun; workplaces that enhance the quality of life; and social justice.

Founded in 2011, by its President, Pamela Xichel Cairns, MHA, PCMH-CCE, Leading Healthy Futures is a collaborative consulting practice that helps leaders shape the future of health, education and human service sectors. Understanding turbulent change and competing priorities, LHF helps leaders cross critical junctures, implement breakthroughs and continuously elevate performance. LHF brings a unique approach that promotes critical thinking, clarifies complex issues, and leverages clients’ strengths to create and implement innovative, sustainable solutions.

LHF has acquired over $4 million in public and private grants in the fields of health and human services for our clients, and led the formation or strategic planning for several ongoing multi-organizational collaborations. We are particularly valued for our ability to combine strategy with program and organizational development. LHF delivers high-quality results on time, on budget, and with high levels of client satisfaction.

LHF’s consulting team includes its President, Pamela Xichel Cairns, MHA; Associate Consultant, Lauren Knap, MS, and three part-time subcontracted writers. LHF seeks a full-time consultant to continue organizational growth into the enduring future.

The Opportunity: The Consultant is a full-time, salaried position dedicated to the fulfillment of client expectations and the growth of Leading Healthy Futures. We seek an individual who has exceptional writing, analytical, planning, internet research and interpersonal skills that are grounded in the health sector and demonstrated through a track record of winning grant submissions and advancement of effective programs. Internet research supports major grant submissions, program planning and strategic planning, and spans knowledge areas such as community needs data, evidence-based practices, public policy and the ever-changing landscape of competitors and collaborators. The ability to analyze demographic and public health indicators is strongly desired. The Consultant must be intrinsically motivated to enhance the effectiveness of non-profit organizations and their staff, is adaptable and creative, takes initiative, achieves results and enjoys learning in a complex, dynamic environment.
**Purpose of the position:** Support the continued growth of LHF through on-time, on-budget fulfillment of high-quality client deliverables.

**Responsibilities:**
Provides client services on-time and on-budget
- Completes projects and assignments defined in client engagements, especially including the preparation of high-quality grant applications, program design documents, strategic plan documents, and related analyses.
- Participates in client meetings; gathers information from clients and outside sources, demonstrating professionalism, inquisitiveness and efficiency
- Anticipates client needs; recommends and implements creative, relevant solutions
- Develops work plans for client projects, and monitors implementation to ensure balanced workload and on-time, on-budget completion of assignments
- Tracks client deliverables, action items and expected outcomes
- Contributes to the preparation of web-based and in-person meetings

Contributes to the development of business opportunities for Leading Healthy Futures
- Contributes to the development of client relationships and opportunities
- Contributes to the preparation of client proposals, especially as it relates to expected workloads and time requirements to fulfill expected deliverables
- Monitors federal, state and private grant opportunities, awards and related program announcements

**Learning**
- Improves individual effectiveness by participating in educational opportunities and maintaining professional networks that are aligned with LHF strategies and priorities
- Participates in organizational processes of continuous discovery, continuous quality improvement, and learning

**Organization**
- Contributes to an organizational culture that is aligned with organizational values: innovation, authenticity, efficiency, results and fun; workplaces that enhance the quality of life; and social justice.

**Expected Outcomes**
- Completion of high-quality projects and deliverables and tasks on-time and on-budget
- Fulfillment of client expectations
- Growth of Leading Healthy Futures business
Profile:
- Five to seven years professional experience in grant writing and grant portfolio management, preferably in safety net health.
- Very strong preference for professional experience to be in the health sector. Experience in education or human services will be considered.
- Working knowledge of Federally Qualified Health Centers is a major plus.
- Master’s degree in a relevant field: MHA, MPH, MUPP, MBA or similar.
- Excellent writing, verbal communication and listening skills
- Exceptional skills in Microsoft Office: Word, Excel, PowerPoint, and Outlook
- Familiar with cloud-based technology for project management and document sharing
- Previous success in non-profit organizations working with senior leaders
- Familiarity with change leadership and project management
- Alignment with the purpose and values of Leading Healthy Futures
- Highly organized; is energized by dynamic work environments
- Adaptable, takes initiative, achieves results and enjoys learning in a complex environment
- Creative, innovative, playful
- Internal drive for excellence
- Maintains a healthy lifestyle
- Must have a car, valid driver’s license and appropriate auto liability insurance.

Compensation
The Consultant is a fulltime position, typically working 40 to 45 hours per week according to the needs of LHF. Compensation will be commensurate with qualifications and experience. Benefits include a retirement plan and paid holidays.

Leading Healthy Futures is located in Chicago’s Logan Square neighborhood. Work is generally conducted from the LHF offices or on-site at client locations. Currently, the vast majority of LHF’s work is in Metropolitan Chicago, with multi-year growth expected in select Midwest cities. Thus, travel requirements are minimal and may become modest over time. To successfully perform the essential functions of this job, the employee is regularly required to operate normal office equipment and use a computer for extended periods of time. Leading Healthy Futures provides employment opportunities without regard to sex, race, ethnicity, national origin, religion, sexual orientation, age or other legally protected status.

To Apply:
- Please submit a cover letter that includes salary expectations, and a resume.
- Send submissions by email attachment to pam@leadinghealthyfutures.com.
- Please make the subject line of your email Consultant-Your Name.