



CROWN FAMILY PHILANTHROPIES

## Position Description

### Program Analyst: Health and Human Services/Data

<https://crownfamilyphilanthropies.org/>

#### About Crown Family Philanthropies

Crown Family Philanthropies (CFP) is the philanthropic division of Henry Crown and Company (see below) and supports the Crown Family's philanthropic and grantmaking endeavors. In 2009, after more than 60 years of family grantmaking under the name Arie and Ida Crown Memorial, CFP was developed to represent an array of family grantmaking practices. Today the legacy of Arie and Ida Crown lives on in the work continued by their descendants, who remain dedicated to the Jewish tradition of tikun olam, or "repairing the world." Supported by a professional staff of experts, CFP is led by more than 40 family members across multiple generations who come together to set strategy and make grantmaking decisions.

#### About Henry Crown and Company

Henry Crown and Company is a Chicago-based, privately-held operation [not a 501(c)(3)] that manages business interests and coordinates investments falling into four broadly-defined categories: publicly-traded securities, real estate, investment funds, and privately held operating companies. The corporate office employs approximately 200 professionals in the areas of investment management, corporate development, accounting, tax, human resources, information technologies, legal, family services and administration. CC Industries, a subsidiary holding company, manages the organization's portfolio of wholly-owned businesses.

#### About the Health and Human Services Program

- Health and Human Services (HHS) is one of five major program areas for the Foundation. CFP believes that all Chicagoans deserve a safe place to call home, as well as access to the resources necessary to experience healthy and fulfilling lives.
- CFP's HHS portfolio supports pathways to stability that combine housing with essential wraparound supports to foster wellbeing for Chicago's vulnerable residents. Strategies are informed by the perspectives of service providers as well as individuals with lived experience and recognize the inherent assets of individuals, families, and communities as key drivers of prosperity.
- By focusing investments in the Chicago area, CFP strives to create deep local impact while elevating transformative ideas that can influence practice nationally. Alongside partners in the space, the Foundation works to seed innovation, build capacity, and convene key stakeholders to catalyze positive change.

Through the HHS portfolio, CFP seeks to:

- End homelessness in Chicago by creating stable pathways to permanent housing; providing the necessary support so homelessness is non-recurring; and ensuring that the system produces sustainable outcomes for those experiencing homelessness.
- Advance promising solutions to domestic violence in Chicago by ensuring that survivors and their families have access to shelter, legal services, mental healthcare, and financial stability, as well as by building capacity in the sector.
- Support core commitments to community-based healthcare, supportive services, violence prevention, and economic resiliency throughout Chicago and Cook County.

## About the Position

- The Program Analyst: Health and Human Services/Data reports to the Program Director of Health and Human Services and serves as a key thought partner on the team. The entire team works closely with trustees through an HHS Committee structure to execute the Foundation's HHS portfolio.
- The Program Analyst: Health and Human Services/Data is a new position for the HHS program area. With this position, HHS aims to deepen its capacity to address impact within the homelessness and domestic violence sectors. As such, HHS seeks a candidate eager to help build an environment of thoughtful inquiry and learning within the program area.
- Successful candidates will love learning and data. They will be confident with data sources, content management systems, and data presentation. Strong candidates will have the analytical skills to interpret data, coupled with a curious mind to want to learn more through additional research.

### A) Key Areas of Responsibility

Planning and strategy:

- Collaborate with Program Director (PD) and Senior Program Analyst (SPA) on strategic direction for the HHS portfolio. Assist with strategic development and/or data analysis for assigned portfolio areas
- Support HHS strategic pillars (homelessness and domestic violence) by helping to articulate impact over time. Use quantitative and qualitative analysis to inform the larger grantmaking strategies
- Act as liaison to external research, evaluation, and data partners as appropriate

Analysis and Reporting related to HHS Grantmaking Activities:

- Research on best practices related to HHS strategic pillars in the homelessness and domestic violence sectors
- Assist with preparation of materials for committee meetings, with leadership for Committee-facing data dashboards for strategic pillars in homelessness and domestic violence
- Work with PD and SPA for HHS to refine and maintain comprehensive metrics dashboard for internal use
- Attend Committee meetings prepared to report on findings from research and data analysis, and to provide additional information as requested. Lead assigned portions of Committee meetings
- Analyze, interpret, and package information related to HHS grantmaking, including but not limited to the following:
  - Internal and external data: Provided by grantees as well as public-sector and nonprofit partners that manage data repositories for aggregate system goals, particular to homelessness and domestic violence
  - Inputs and outputs to/from an internal content management system (Smart Simple), which tracks actual outputs and outcomes against provider-generated goals as well as

- systems benchmarks
  - o Research: Available through reports, peer-reviewed journals, and other reliable sources to help build baselines and understand trends specific to the social safety net
  - o Local and national data to use as contextual benchmarks
- Create and/or maintain data analytics visual presentations with quantitative data that communicate impact
- Harvest qualitative data, including grantee and/or client stories, and present narratives in a variety of formats, including Committee books, the internal Yard 4 family-engagement website, and other potential platforms
- Potential participation in the grant diligence process (site visits, budget analysis, etc.) depending on capacity and interest
- Upon request, communicate with grantees; collaborate with PD and SPA on strategy and evaluation
- Review and analyze grantee progress reports
- Create Committee book appendices for grantmaking cycles (two per year)
- Coordinate with PD to conduct landscape analyses as requested
- Other tasks, including data-entry and administrative work, as necessary

#### Collaboration/coordination:

- Interface with the Operations Team's around the development of data-collection platforms within Smart Simple, building internal capacity for HHS metrics and evaluation
- Help to monitor budget trends for HHS portfolio areas to inform right-sized investments
- Coordinate with CFP team across program areas, operations, strategy, and family engagement to ensure cross-functional communication and consistency
- Support other program teams' dashboard development as feasible, appropriate, and/or requested
- Represent CFP at community, grantee, and funder meetings and discussions as appropriate
- Play a collaborative role within the Program Analyst (PA) team, providing guidance or mentorship to CFP colleagues on issues pertinent to the role

#### CFP Team Activities:

- Participate in cross-functional teams that advance organizational aims around social impact and family engagement
- Engage in initiatives that foster team collaboration, including meetings, trainings, retreats, and special projects, taking the lead where interest, expertise, and opportunity coalesce

#### **B) Core Competencies (Experience and Skills)**

- One to three years of experience in a research institution, nonprofit organization, or foundation
- Strong oral and written communications skills, including ability to write clearly/succinctly, ask effective questions, listen, observe, and synthesize multiple inputs with sensitivity, diplomacy, and professionalism
- Superb organizational skills, including ability to manage simultaneous priorities
- Experience with content management systems and/or data analytics highly desirable
- Ability to review and analyze organizational metrics against local or national benchmarks
- Experience generating clear and understandable visual presentations from Microsoft Office suite applications, particularly Excel (an Excel assessment will likely be administered for finalist candidates) and other relevant data analysis or visualization tools
- Meticulous attention to detail, particularly when tackling administrative tasks and data entry
- Able to problem-solve independently and in groups
- Capacity for peer mentorship and training
- Willingness to take initiative and bring new concepts to the team

- Ability to think and implement at both strategic and tactical levels
- Ability to thrive in a family-centered enterprise environment
- General knowledge of Chicago's homelessness and/or domestic violence sector desirable

## Compensation

Henry Crown and Company and the Crown Family Philanthropies division offer a generous compensation package that includes health insurance, 401(K), paid time off, pension, and profit sharing. Compensation is commensurate with experience, with a starting salary for this role in the 70s.

Henry Crown and Company and the Crown Family Philanthropies division are committed to creating a diverse environment and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Note: Henry Crown and Company and the Crown Family Philanthropies currently operate as a hybrid work environment, with staff expected to work in the physical office a minimum of two days per week.

## How to Apply

Crown Family Philanthropies has hired Sheila Leahy of SAL Consulting Inc. to support the search process. Inquiries are welcomed at [sal.consulting.inc@gmail.com](mailto:sal.consulting.inc@gmail.com). Applications will be reviewed on a rolling basis and interested parties are asked to apply early.

**To apply, kindly send the following to [CFPsearch.HHS@gmail.com](mailto:CFPsearch.HHS@gmail.com) with only your name in the Subject line:**

- 1) A cover letter that describes how your skills and experience meet the qualifications outlined in this position description, and**
- 2) Current resume.**