

Prevent Child Abuse North Carolina Job Description

Prevent Child Abuse NC (PCANC) is a statewide agency focusing on the primary prevention of child maltreatment. Our mission is to support the development of safe, stable, nurturing relationships for children to prevent child maltreatment. Our prevention work is upstream and focuses on building connections that matter to strengthen families, communities, and parents by changing social norms around prevention, supporting implementation of evidence-based programs and supporting the development of prevention professionals. We work with agencies and professionals that provide direct services to children and families and advocate for policies to build safe, stable, nurturing relationships and environments for children.

JOB TITLE: Policy Director
REPORTS TO: President / CEO

PRIMARY RESPONSIBILITIES:

The Policy Director reports to the President / CEO and plays a key role in aligning, promoting, and analyzing state, local, and federal policies and financing options impacting the implementation of child maltreatment prevention programs and policies that build protective factors. The Policy Director works to ensure hospitable policy and financial environments for programs that prevent child abuse and support partners navigating those environments at the state, regional, and local levels. The Policy Director will work to ensure clear state, regional, and local policies are aligned with the programming needs of PCANC's portfolio of evidence-based/evidence-informed parenting education programs as well as community implementation and scaling/sustainability needs.

SPECIFIC RESPONSIBILITIES: Policy and Systems Analysis/Advocacy

The Policy Director is responsible for working collaboratively with state and local stakeholders to align implementation and financing policies of child abuse prevention programs including but not limited to Positive Parenting Program (Triple P), Incredible Years (IY), Strengthening Families Program (SFP), and Circle of Parents (Circle) with state, federal, or local policies. This position is responsible for providing ongoing technical assistance to key stakeholders at the regional and local level to better leverage and sustain implementation efforts of prevention programs at those levels.

The Policy Director provides policy evaluation and consulting services related to financial matters including identifying revenue streams and other funding sources to assist local providers, DSS agencies, and local DPH departments in implementing evidence-based programs (EBPs) and evidence-Informed programs. S/he will serve as part of PCANC's Leadership Team and will collaborate internally and externally with stakeholders to identify, manage, and evaluate critical policy projects important to the mission of the organization.

Specifically, the Policy Director is responsible for the following key activities:

- **Planning:** Provide collaborative leadership in planning and designing new initiatives and projects geared toward child maltreatment prevention. Work collaboratively with internal and external subject matter experts to evaluate policy and finance matters for existing programs and develop recommendations for improvement. Work closely with internal and external partners to strategize and develop short-, medium-, and long-term strategies and goals for prevention initiatives and projects.
- **Project Management:** Create, manage, and lead the agency's Policy Team to pilot and launch new initiatives and projects. Work collaboratively with internal and external partners and subject matter experts to organize, coordinate, and implement prevention policy activities and resources.
- **Policy:** Monitor federal and state-level legislation and administrative policy related to child well-being, family strengthening initiatives, and policies that build protective factors at the state and local level. Identify potential models or areas of potential innovation at the local, regional, and federal levels. Develop and recommend an advocacy plan in collaboration with the PCANC Leadership Team and the Board of Directors detailing the legislative, administrative, and program policies needed and how they will be championed with appropriate

policymakers to support local/regional community coalitions and statewide stakeholders/coalitions advancing the same policy goals as PCANC.

- **Finance:** Map revenues or income streams to better leverage and sustain implementation efforts and program delivery and provide workshops and other forms of technical assistance to stakeholders at the local, regional, and state levels. Help streamline resources for stakeholders by monitoring and reporting on funding availability, utilization, and other critical path financial matters. Develop plan to provide support to local communities around funding development and sustainability, including timely funding mechanisms, financial development strategies, and local budgeting strategies.
- **Reporting:** Prepare policy and fiscal reports and presentations for PCANC Leadership Team and Board of Directors, funders, and other external stakeholders.
- **Research and Evaluation:** Conduct policy evaluation to further improve the fit between policy intention and actual impact. Oversee and conduct research to identify innovative solutions and strategies, best practices, and issue trends. Develop performance measures to evaluate the effectiveness of policy initiatives and project activities. Recommend adjustments in strategy, as needed.
- **Outreach:** Represent PCANC at stakeholder meetings relevant to policy/finance priorities as well as special projects. Build and maintain relationships with external stakeholders. Provide staff support to PCANC's relevant Board Committee(s), as appropriate.
- **Budget Management:** Manage team and team/project budgets, as appropriate, and report expenses on a timely basis to finance staff.
- **Other Duties:** Other duties as assigned. Projects may be tailored to the director's unique skills and interests.

SPECIFIC RESPONSIBILITIES: PCANC General

- Act as a brand steward, upholding organizational brand standards and consistency.
- Participate in PCANC Leadership Team meetings as well as staff meetings.
- Maintain an ongoing work plan and ensure timely reporting of assigned grant deliverables.
- Maintain a positive work environment built on a climate of trust.
- Increase operational efficiency by helping to set up and improve workflow processes where needed.
- Other duties as assigned.

Job Qualifications:

Required

- Bachelor's Degree in public policy, public health (emphasis on policy), social work (administrative or policy track), or equivalent education and/or experience.
- Seven-10 years' experience with an emphasis on child maltreatment prevention, family strengthening, or related field, preferably working with leadership and Board of Directors.
- Proficient in policy development (i.e., advanced knowledge and the ability to reasonably apply that knowledge in varied contexts) within legislative, administrative, and program environments.
- Proficient in policy translation (i.e., advanced knowledge and the ability to reasonably apply that knowledge in varied contexts) to move legislative, administrative, and program policies into practice environments.
- Excellent writing and editing skills.
- Excellent personal and oral communication skills.
- Strong relationship and community development skills.
- Strong facilitation skills and experience with staffing task forces, committees, or other collaboration-oriented entities.
- Knowledge and interest in networks, organization building, and collaborative projects.
- Ability to develop and manage budgets.

- Demonstrated proficiency with Microsoft Word, PowerPoint, Excel, and Outlook.
- Ability to prioritize work in order to successfully complete multiple tasks within expected time frames.
- Ability to work a flexible schedule including some evenings and weekends.
- Ability to travel within and outside North Carolina, with occasional overnight stays.
- Self-starter willing to take initiative and ownership of projects and deliverables.
- Strong problem solving and organizational skills.
- Ability to maintain a positive work environment.

Preferred

- Master's degree in public policy, public health (emphasis on policy), social work (administrative or policy track), or equivalent education and/or experience.
- Knowledge of programs, laws, and policies related to children and families in North Carolina.
- Strong knowledge of finance mechanisms relevant to child maltreatment policies and programs and the use of data-driven metrics in policy and legislative advocacy.