

## Job Description

**Job title:** Vice President, Programs and Policy

**Reports to:** President/CEO

### Primary Responsibilities

This position is an executive leadership role responsible for executive-level strategic planning and oversight of PCANC's programmatic teams to support communities, agencies, and professionals to prevent child abuse and neglect through training, implementation support, technical assistance, community engagement, public awareness, policy, and evaluation. The role leads a team of directors, supervisors, and program staff.

### Specific Responsibilities

#### Programmatic

Develop and implement a cohesive long-term strategy for PCANC's work to build capacity for professionals and agencies statewide guided by evaluation and data and build support for policies and investments to prevent child maltreatment.

- **Training and Professional Development:** Oversee training, webinars, and conference agenda planning using adult learning practices to advance PCANC's strategic goals. This may include delivery of pre-packaged training programs and the development of new curricula.
- **Implementation and intermediary Supports:** Oversee annual plans for providing implementation and intermediary support for select evidence-based and -informed family strengthening programs. Assure team provides access to training, coaching and technical assistance to support quality implementation at the organizational level.
- **Community Engagement and Technical Assistance:** Oversee support for the Prevention Action Network, community prevention planning and follow up technical assistance for communities and organizations that are implementing prevention focused training or organizational prevention policies to move from awareness to action.
- **Develop and Manage Revenue-Generating Program Implementation + Execution:** Create and implement business model for revenue generating services to build capacity to prevent child maltreatment through training, coaching, and technical assistance focused on workforce development, partnership engagement, social norms change, policy and finance. Manage, and oversee funding implementation, including research, messaging, relationship development, and serving as the primary point of day-to-day contact. Develop, pitch, and close opportunities to funders in partnership with CEO and Director of Development.
- **Data Analysis:** Assure all programmatic work is data-driven, has a clear theory of change and evaluation plan. Develop and monitor performance measures in collaboration with the Evaluation Team to determine the effectiveness of initiatives and project activities. Recommend adjustments in strategy, as needed.

- **Policy:** Oversee Policy Team including the development and implementation of policy priorities and strategies. Foster collaboration with advocacy partners to support policy priorities identified by the Policy Team to build support for investments in programs and policies to prevent child maltreatment.
- **Communications:** Provide advice and input to support public awareness activities to raise awareness of prevention strategies and policy.
- **System Advice and Counsel:** Provide advice and input, and foster collaboration with state-level agencies and funders to ensure coordination and commitment to quality workforce development and programmatic investments in state and community prevention systems that include evidence-based and evidence-informed family strengthening programs, training and technical assistance. Stay up to date with research on family strengthening programs and prevention practices.

### **Administrative**

Serve as a programmatic lead for grants and contracts.

- Take lead in development of the Scope of Work for grant-funded capacity building, training, public awareness, and special projects.
- Ensure goals and strategies outlined in grants are translated into program team goals and staff responsibilities
- Monitor completion of tasks outlined in grants and budgets
- Work with financial officer to ensure compliance with contract budgets

### **Team Development and Management**

The Director is responsible for partnering in the recruitment and management of a team to support the program and policy objectives of the organization. Specifically, the Director is responsible for the following key activities:

- **Culture:** Promote a culture of high performance, continuous improvement that values learning, diversity, equity and inclusion, and a commitment to using data to make decisions.
- **Team Development:** Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff. Mentor and develop staff using a supportive, collaborative approach on a consistent basis. Provide opportunities for staff to engage in professional development activities on a regular basis.
- **Team Management:** Collaboratively establish performance and development goals for each team member. Assign responsibilities and accountabilities, meet regularly with direct reports, and the team as a whole, to assess progress towards goals and conduct an annual performance evaluation with each direct report and assure the same for each member of the team.
- **Budget Management:** Develop the annual operating budget for PCANC's program and policy activities in partnership with the Director of Finance and Administration. Manage budget and report expenses in a timely manner to finance staff. Ensure all expenses are an effective use of resources.

### **Organizational Leadership and Strategic Planning**

The Director serves as a key leadership team member and an active participant in making strategic decisions affecting PCANC. Specifically, the Director is responsible for the following key activities:

- **Strategic Planning:** Work closely with the Leadership Team, and designated staff, to drive organizational development and implementation of the strategic plan.

- **Organizational Leadership:** Provide leadership and direction in setting overall goals and strategies for the organization. Actively participate in Leadership Team meetings and discussions regarding the strategic direction of the organization. Always maintain a professional demeanor and actively contribute to a positive working environment.
- **Advisor:** Serve as advisor to the President/CEO and Leadership Team on program and policy development and strategy.
- **Collaboration:** Serve as executive-level mentor and bridge-builder for the organization, assuring ongoing collaboration between departments and strengthening partnerships with key stakeholders. Actively participate in PCANC staff meetings. Perform other duties as assigned

## Job Qualifications

- Bachelor's degree in public health, social work, or related field with at least 5 years of management experience. Master's Degree preferred.
- Previous supervisory experience, with 8-10 years preferred
- A history of collaborative work with multi-disciplinary partners at both the state and local level
- A strong understanding of evidence-based family strengthening programs, adult learning, and implementation science.
- Visionary and collaborative leader capable of developing and implementing clear goals, systems, and priorities
- Self-motivated with the ability to prioritize work to successfully complete multiple tasks within expected time frames
- Highly collaborative, flexible, and adaptable style with experience working in a fast-paced, sophisticated, and complex team environment
- High energy, a sense of humor, maturity, and professionalism
- Excellent personal and written and oral communication skills, and ability to develop the capacity of others
- Strong problem solving and organizational skills
- Ability to work virtually and lead a virtual team

## Equal Opportunities and Accommodations Statement

Prevent Child Abuse North Carolina is proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability status, or any applicable characteristics protected by law.

*Revised August 2021*