

Job Title

Capacity Building Director

Reports to

VP, Programs and Policy

Direct Reports

Prevention Program Specialists, Partnership Engagement Managers, Meeting and Event Coordinator

Primary Responsibilities

This position oversees the development of projects to build the capacity of communities, agencies, and professionals to prevent child abuse and neglect including implementation support services for specific Family Strengthening Programs; training, curriculum development, and conferences on prevention topics, and organizational level strategic planning and technical assistance to build capacity to prevent child maltreatment.

Specific Responsibilities

Programmatic

- *Implementation and Intermediary Support:* Oversee the development of a model for general organizational implementation support including oversight for implementation and intermediary support services for select evidence-based and evidence-informed programs.
 - Collaborate with state agencies and private foundations, as well as other agencies, to ensure coordination of statewide efforts in supporting evidence-based and evidence-informed family strengthening programs.
 - Develop a cohesive long-term vision for program replication and scaling.
 - Work to grow local infrastructure and capacity for program replication.
 - Stay up to date with research on family strengthening programs and research
- *Partner Engagement and Education:* Oversee engagement, training, and conference planning to support adult learning practices and to advance PCANC's strategic goals.
 - Oversee annual plans for engaging the Prevention Action Network and other stakeholders to build their understanding of best practices, programs, policies, and strategies to make prevention a priority and build capacity to prevent child maltreatment.
 - Oversee engagement strategy to move individuals and communities from awareness to action using training, technical assistance and coaching to support prevention strategies.
 - Oversee training curriculum and delivery of programs offered including webinars, online training and in-person training, including planning and execution of the biennial Learning and Leadership Summit.

Team Development and Management

The Director is responsible for partnering in the recruitment and management of a team to support the capacity-building 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 Capacity Building Team member. Assign responsibilities and accountabilities, meet regularly with direct reports and the team to assess progress towards goals, and conduct an annual performance evaluation with each member of the team. Work with key leadership on the development of grants and contracts. Support the Capacity Building Team members in the development of annual work plans and tracking grant deliverables
- **Budget Management:** Develop the annual operating budget for PCANC's capacity building support activities. Manage budget and report expenses in a timely manner to finance staff. Ensure all expenses are an effective use of resources.

Organizational Leadership

The Director serves as a key leader, specifically responsible for the following key activities:

- **Strategic Planning:** Develop and implement strategy to drive implementation of the strategic plan in support of capacity building goals and organizational culture.
- **Advisor:** Serve as advisor to the President/CEO and VP for Programs and Policy.
- **Collaboration:** Foster ongoing collaboration within the agency and strengthen partnerships with key stakeholders. Actively participate in PCANC staff meetings. Perform other duties as assigned.

Job Qualifications

Preferably a Master's degree in public health, social work, or a related field. Demonstrated supervisory experience, a history of collaborative work with multi-disciplinary partners at both the state and local level, and a strong understanding of evidence-based family strengthening programs. Preference to candidates with an understanding of implementation science and intermediary supports. Strong writing and communication skills a must.

- 5-8 years' experience in a nonprofit organization. Experience should include use of implementation science to support program delivery.
- Previous supervisory experience, with 3-5 years preferred
- Demonstrated success developing and leading programs
- Visionary and collaborative leader capable of developing and implementing clear goals, systems, and priorities
- Self-motivated with the ability to prioritize work in order 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
- Demonstrated proficiency with Microsoft Word, PowerPoint, and Outlook
- Ability to work virtually and manage a virtual team

Job Type: Full-time

Pay: \$75,000 – \$89,800 per year

COVID-19 considerations: Masking, social distancing, sanitary supplies provided; limited staff in office.

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.