**Prevent Child Abuse Iowa seeks Director of Program Development**

Prevent Child Abuse Iowa (PCA Iowa) seeks a passionate and dynamic Director of Program Development to support our mission of empowering community prevention efforts to provide safe and happy childhoods through collaboration with diverse partners, leading to a better future for Iowa. Founded more than forty years ago, PCA Iowa is a not-for-profit, nonpartisan organization leading child abuse prevention awareness, assistance and advocacy efforts in Iowa. We support a broad range of community-based child abuse prevention programming that uses evidence-based and evidence-informed approaches to strengthen families and Iowa communities.

Based in Des Moines, PCA Iowa is led by a volunteer Board of Directors and currently employs a staff of eight full-time positions. PCA Iowa is housed at the Synergy Center, in Downtown Des Moines. This unique center brings together seven central Iowa organizations for increased collaboration among Iowa’s public health driven nonprofits.

To learn more about the work of PCA Iowa and our mission please visit [www.pcaiowa.org](http://www.pcaiowa.org/).

**POSITION OVERVIEW**

The Director of Program Development is a unique opportunity to work with the PCA Iowa team to provide critical leadership in program development and delivery. Additionally, the Director of Program Development will lead the organization in and hosting the annual Child Abuse Prevention Conference and collaborating and supporting ongoing operations of PCA Iowa.

Reporting to the Prevent Child Abuse Iowa Executive Director, the Director of Program Development will work both independently and in collaboration with the PCA Iowa team to achieve organizational and program objectives.

**Job Title:**  Director of Program Development

**Objective:** Support PCA Iowa mission by assisting with day-to-day operations and processes; assisting in quality delivery of current programing; and strategic, sustainable growth of future programing.

**RESPONSIBILITIES:**

* Program Development
	+ Identification and recommendation of opportunities for strategic organizational growth based on statewide prevention needs.
	+ Develop sustainable business models for program enhancement and expansion.
	+ Identification of funding opportunities for existing and new programs.
	+ Grant process management including writing, submission, tracking, reporting and claim generation.
	+ Provide training delivery support for existing and new programs.
	+ Coordinate collaboration with researchers on program evaluation and efficacy demonstration.
	+ Provide presentation to public and professional groups in workshops, conferences and training programs.
	+ Develop thought leadership in prevention topic areas.
	+ Develop and maintain relationships with key stakeholders.
* Child Abuse Prevention Conference
	+ Planning and Hosting annual state Child Abuse Prevention Conference.
	+ Creation of and adherence to conference budget and management of detailed financial reports.
	+ Maintain working relationship with vendors, including solicitation, negotiation, and contracting.
	+ Solicitation, selection, contracting and coordination of high-quality presenters based on needs of the stakeholders and industry trends.
	+ Solicitation and acquisition of conference sponsorships.
	+ Collaborate with Marketing and Development Manager on conference marketing strategy.
	+ Coordinate activities on the day of conference, including set up, staff responsibilities, vendor, registration, set up and tear down.
	+ Work with Business Manager to ensure timely invoicing and collection of payments.

**QUALIFICATIONS & SKILLS:**

* Master’s degree or higher with relevant experience.
* Two years’ experience successfully writing, submitting and receiving program grants.
* Strong written communication and editing skills.
* Program evaluation and research experience.
* Demonstrated ability in organizing and hosting professional events.
* Dynamic presentation skills.
* Organizational skills, self-motivated, and the ability to juggle several tasks while meeting deadlines.
* Attention to detail.
* Ability to work independently and as part of a diverse team.
* Ability to work with vendors to ensure timely delivery of services and budget adherence.
* Proficient with Word, Excel, and PowerPoint.
* Five years experiences in non-profit leadership role.

**DETAILS:**

**Training**: Opportunity for professional development and continued learning.

**Position**: Position is full-time, 40 hours per week. Tentative start date is January 1, 2020. Requires some travel.

**TO APPLY:**

Please email a resume and cover letter to pcaia@pcaiowa.org.

*PCA Iowa hires and promotes individuals on the basis of their qualifications, interest and aptitude, and without unlawful regard to race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, or political affiliation.*