

Prevent Child Abuse Iowa

Job Description for EXECUTIVE DIRECTOR
Reports to the Board of Directors
January 2023

Prevent Child Abuse Iowa supports community prevention efforts to provide safe and happy childhoods through diverse partnerships to ensure a better future for Iowa. The state-wide agency elevates the shared vision of eliminating abuse in Iowa through purposeful connections, engaging the trust and support of Iowa's communities. The organization provides evidence-based education and resources to empower and equip those positioned best to combat abuse. PCA Iowa seeks an Executive Director to lead the organization and cultivate a strengths-based approach to creating safe and happy childhoods for all Iowa kids.

JOB SUMMARY

The Executive Director will have the overall strategic and operational responsibility for leading a strong professional staff, building on an established well-respected organization, and continued collaboration with many child advocates across Iowa and the United States. The director through visionary and empowering leadership, will nurture staff development, and work with board directors, multiple partners, diverse supporters, and communities across Iowa to ensure all children are raised in safe, nurturing environments.

POSITION RESPONSIBILITIES

The position requires significant leadership and involvement in the following focus areas:

- 1) Leadership of the organizational mission to expand protective factors
 - Continue to expand a network of strategic partnerships to facilitate greater impact
 - Lead community engagement in the mission of the organization before administrators, professional organizations, legislators, community partners, national organizations, and network partners
 - Refine and build awareness of the organization's priorities before the media and in public venues
- 2) Financial management
 - Develop the annual organizational budget for Board approval; provide oversight of expenditures, ensuring PCA Iowa remains financially strong; ensure compliance with internal controls and financial management policies, and file all appropriate federal and state financial reports
- 3) Organizational leadership and development
 - Actively build relationships with community partners and state leaders that strengthen the organization and its mission
 - Ensure PCA Iowa's operations are consistent with the strategic plan, long-term goals, and short-term objectives
 - Through internal collaboration, external partnerships, and staying current on the external environment, provide strategic thought leadership in identifying opportunities for PCA Iowa to expand its impact
- 4) Staff leadership and management
 - Reinforce a work environment that fosters collaboration, high performance, and professional growth through a culture of trust, accountability, and transparency

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- Ensure foundational staff development practices are supported by providing regular feedback and assessment of performance, setting and reviewing compensation and benefits, completing the hiring process when necessary and holding regular staff meetings
- 5) Support for PCA Iowa's Board of Directors
- Serve as principal staff support to the Board of Directors for its ongoing operations, including Board selection and development and regular updates on PCA Iowa's financial health to ensure the Board's effective discharge of its fiduciary responsibilities
 - Support the Board in its development and oversight of organizational policies and plans
- 6) Seeking and Management of Funding
- Lead effective fund development including donor engagement and financial support from community members and other key stakeholders
 - Provide oversight of grant contracts, ensure compliance with the reporting and financial accountability requirements of programs, grants, and donations
- 7) Legislative Advocacy
- Together with the Board's Advocacy Committee, identify and disseminate annual legislative priorities; advocate for the agenda and address other legislation related to organizational priorities
 - Inform the PCA Iowa advocacy network, including providing regular updates on key issues
- 8) National and State Networks
- Represent the organization before Prevent Child Abuse America, and other national partners including attending required meetings, participating on committees, responding to requests for information, and providing leadership on program issues
 - Represent the organization's mission and provide leadership with local networks including the Health and Human Services, the Child Protection Council, Early Childhood Iowa, Iowa Family Support Leadership Group, and others including attending required meetings, and leading committees
 - Ensure compliance with contractual obligations and credentialing responsibilities
- 9) Other duties as needed

REQUIRED EDUCATION and EXPERIENCE

- 1) Excellence in organizational leadership with the ability to coach and inspire staff and manage and develop high-performing teams
- 2) Demonstrated sound business and fiscal management skills to ensure short- and long-term organizational stability
- 3) Demonstrated commitment to and delivery of quality, evidence-based programs
- 4) Demonstrated success in working with community partners to achieve greater outcomes
- 5) Experience working with state and local government officials to elevate the organizations mission
- 6) Strong written and verbal communication skills; preference for a persuasive and passionate communicator with excellent interpersonal skills.
- 7) Experience in data analysis and reporting
- 8) Past success in grant writing (state and federal grants preferred)

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- 9) 10 years of leadership experience; track record of effectively leading and scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies. Experience within family support, human services or related fields is preferred
- 10) Demonstrated positive results with public relations and fundraising with the ability to engage a wide range of stakeholders
- 11) Strong attention to detail
- 12) Past success in working with a Board of Directors with the ability to cultivate an engaged, action-oriented Board
- 13) Demonstrated ability to work in diverse cultures. Rural and urban leadership preferred.
- 14) Knowledge of the Five Protective Factors, Adverse Childhood Experiences, Trauma Informed Care, and the risk factors associated with abuse and neglect
- 15) Ability to travel regularly (in-state and out-of-state)
- 16) Bachelor's degree in business, public administration, human services, social work, or other related field. Master's degree or other graduate work is strongly preferred

Please submit cover letter and resume to Kate Murphy at kmurphy@pcaiowa.org