



Prevent Child Abuse Iowa Program Manager of the Iowa Child Abuse Prevention Program

Description:

Prevent Child Abuse Iowa seeks a resourceful, creative, and driven Program Manager to lead the organization in the Iowa Child Abuse Prevention program. Prevent Child Abuse Iowa is a not-for-profit, nonpartisan organization leading child abuse prevention, awareness, assistance, and advocacy efforts in Iowa for over forty years. Our mission is to build meaningful connections, share resources, and expand knowledge to create a stronger prevention network in Iowa.

Job Summary:

The Program Manager of the Iowa Child Abuse Prevention Program is a full-time position funded through an administrative services contract with the Iowa Department of Health and Human Services. The Program Manager is tasked with managing the Health & Human Services contract and overseeing development, review, contracting and financial management processes of Iowa's child abuse prevention program. This position requires a dynamic and detail-oriented individual who can serve as a resource on child abuse prevention research and evidence-based practices. This role plays a crucial part in maintaining a positive and impactful relationship between Health & Human Services staff, community prevention partners, home visitors, and grantees. This position reports directly to the Executive Director.

Responsibilities:

- Administer and oversee multiple child abuse prevention projects throughout the state of Iowa, including RFP development, drafting, and reviewing contract documents, and provide support with contractor questions.
- Ensures compliance with Prevention Child Abuse Iowa's management contract with Health & Human Services.
- Plan and implement trainings, leading meetings, and assisting community groups in program development and capacity building.
- Conduct site visits and program monitoring.
- Manage the contract and program budget ensuring effective allocation for resources in alignment of the programmatic goals.
- Ensures accuracy of grantees financial and programmatic activities.
- Research, design and develop materials to empower community partners in assisting children and families in their communities.
- Managing an evaluation process detailing program services and assessing improvement in outcomes in families.
- Create, submit, and analyze quarterly and annual reports and other documentation as identified in contract deliverables.
- Represent the organization at networking events, conferences, and public forums.

Experience and Skill Requirements:

- Bachelor's degree in human sciences, sociology, community health education, or related field. Minimum 3-5 years' experience.
- Knowledge of Adverse Childhood Experiences, trauma-informed practices, and Social Determinants of Health.
- Proven knowledge of the complexities of the scope work within the prevention field.
- Organized, detailed oriented and demonstrated ability to manage multiple tasks and projects, with a strong ability to effectively prioritize work.
- Proven track record in successfully completing grant deliverables and meeting deadlines.
- Exceptional written and verbal communication skills with the ability to craft compelling messages for different audiences.
- Strong interpersonal skills to build and maintain relationships with Health & Human Services staff, community partners, and grantees.
- Collaborative person who is also capable of working independently.
- Proficient in Microsoft Office application, SharePoint, and data management.
- Develops and maintains a positive and cooperative attitude with team members, volunteers, and Board of Directors.
- Must have a valid driver's license and be able to travel in-state, with periodic overnight travel.

Compensation and Schedule:

This is a full-time, exempt position with a generous benefits package. The current annual salary range for this position is \$60,000 - \$64,000 based on experience and qualifications. Most work will be during business hours, but the schedule varies based on activities of the grant and will require working occasional evenings and weekends, as needed.

**Interested applicants submit resume and cover letter to email address: pcaia@pcaiowa.org
By October 25, 2024**