



## EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER

**Mission:** *We build a brighter future for children by promoting family wellness, positive parenting, healthy child development and nurturing communities.*

**Vision:** *We envision a world where every child has a happy, healthy and safe childhood – free of abuse and neglect.*

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### **THE OPPORTUNITY**

*Are you driven by an unwavering commitment and passion to ensure that every child grows up surrounded by the love and support they deserve to thrive with joy and vitality?*

*Will you work diligently to build programs that uphold the dignity of every family, empowering them to create lives that are secure, stable, and filled with hope?*

*Do you bring the entrepreneurial vision and management skills to guide a highly successful, statewide support organization into its next chapter with confidence and innovation?*

*Will you lead with energy and creativity to expand a dynamic fundraising strategy and to include private sources of support and revenue generation?*

*Will you nurture and strengthen a respectful and collaborative culture, celebrating teamwork and a shared purpose?*

*Will you work effectively with local, regional, and statewide leaders, using sound judgment to advocate for vulnerable children and families?*

If these questions resonate with your passion and leadership, we invite you to continue reading and explore how you can make a lasting difference in the lives of children and families.

## **ABOUT PREVENT CHILD ABUSE-NEW JERSEY**

Prevent Child Abuse-New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America and the ninth chapter to be established among the national network of 47 chapters. Today, PCA-NJ exists as one of the largest chapters in the country and has become a recognized leader for prevention work in New Jersey and nationwide.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, workshops and professional training, home visitation services, initiatives that promote parental involvement in a child's education, and projects that support highly vulnerable families. Its prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

PCA-NJ is the state office for Parents as Teachers New Jersey (PAT-NJ) and Healthy Families New Jersey (HF-TIP NJ). PCA-NJ has an annual budget of \$8 million, 12 programs, and a staff of 62.

## **JOB SUMMARY**

The Executive Director/Chief Executive Officer (CEO) of Prevent Child Abuse-New Jersey is hired and retained by the Board of Directors and reports directly to the Board. The Executive Director/CEO is responsible for the vision, development, oversight, and implementation of the goals and policies of PCA-NJ as approved by the Board of Directors.

The overall responsibilities include but are not limited to: fiscal management, operations management, staff management, program development and support, public education, fundraising, public policy and advocacy, short- and long-term strategic planning, and community partnerships and collaborations, as well as marketing.

In addition, the Executive Director/CEO oversees development, implementation, and marketing of the Child Wellness Institute's strategic direction, programs, and initiatives.

## **MAJOR RESPONSIBILITIES**

### **Vision and Strategic Leadership**



The Executive Director/CEO is responsible for exhibiting leadership to the Board of Directors, staff, volunteers, and community partners. The Executive Director/CEO ensures that the organization's vision remains current, relevant, and responsive to community needs. The Executive Director/CEO provides leadership and opportunities for staff and the Board to be exposed to new trends, policies, and ideas in the field of healthy child development and the prevention of child abuse. The Executive Director/CEO will:

- Develop and maintain an atmosphere of trust and knowledge sharing among staff and the Board of Directors, enhancing the organization's commitment to serving and collaborating with everyone, from all walks of life, both externally and internally.
- Engage all Board members, relevant supporters, and community partners in the periodic update of PCA-NJ's activities and goals.
- Develop, in conjunction with the Board Treasurer and Board of Directors, the implementation of an annual financial operating plan and budget for PCA-NJ.
- Create agendas and materials for all Board Committee meetings and Board of Director meetings in partnership with the Chair.
- Build and maintain relationships with governmental and funding agencies, foundations, and corporate and individual donors.
- Maintain, foster, and demonstrate the highest levels of ethics, team building, and cooperation among all internal constituents.
- Develop and maintain an inclusive strategic plan for the organization; lead the entire process and then ensure the plan is monitored and achieved.
- Maintain an effective relationship with the PCA America national office and in adherence to the chapter's charter. Oversee the re-charter process.
- Build relationships and advocate for federal and state legislation and a funding for program sustainability.

### **Marketing and Development**

The Executive Director/CEO serves as the chief spokesperson for PCA-NJ and is expected to represent PCA-NJ's interests to the public and embrace a leadership role in a broader

community within the State of New Jersey and beyond. The Executive Director/CEO must also ensure that comprehensive and effective evidence-based programs exist to promote great childhoods, positive parenting, and healthy child development, as well as to prevent the abuse and neglect of New Jersey's children and increase financial support available for its overall operational status.

- Offer personal leadership in PCA-NJ's fundraising efforts, working closely with the Board of Directors and Fund Development staff to develop a comprehensive annual fundraising plan and to assist identifying, cultivating, and soliciting major donors including foundation/grant opportunities and work with the Fund Development staff to nurture relationships and communicate regularly with PCA-NJ supporters.
- Work with the Board President to energize the Board members to be full participants in PCA-NJ's fundraising and outreach efforts.
- Work to ensure the development of a marketing program to create a measurable increase in PCA-NJ's name recognition to culminate in an overall branding strategy through public policy and advocacy channels.
- Promote and operate Child Abuse Prevention Month activities in April.

### **Staff and Operations Management**

The Executive Director/CEO has ultimate responsibility for the leadership of PCA-NJ staff. The Executive Director/CEO must identify and initiate change as needed to maintain a vital, collaborative, and efficient organization, working with the Board of Directors and staff in a consultative and collaborative manner to ensure progress toward its strategic goals.

- Set and maintain high standards for staff performance.
- Ensure that sound human resource policies and practices are in place including effective communications channel for all personnel.
- Maintain a positive, professional environment that attracts, retains, motivates, and supports a diverse staff of highly qualified, team-oriented personnel.
- Encourage ongoing staff professional development.

- Oversee the negotiation of contracts and agreements; conduct official correspondence and work with legal counsel to execute legal documents and address any legal issues at hand.
- Oversee the development, implementation, and marketing of the Child Wellness Institute's programs and initiatives.

### **Fiscal Management**

The Executive Director/CEO is responsible for ensuring that the organization follows sound financial practices including realistic budgeting, prudent management of financial resources, and utilization of PCA-NJ's assets for the most effective long-term fulfillment of its mission.

- Work with the staff, the Board Treasurer, the Finance Committee, and the Board of Directors in preparing an annual budget and ensuring that the organization operates within projected budget guidelines.
- Work closely with the Board Treasurer, financial staff, and auditors to maintain current financials.
- Ensure that appropriate and timely tax report filings with the Internal Revenue Service and the State of New Jersey occur.
- Collaborate with the Board Treasurer and the Board of Directors on the sound financial status of the Operations Bank Account.

### **KEY RELATIONSHIPS**

#### **Board of Directors**

The Executive Director/CEO reports directly to the Board of Directors as well as works with the Board President and Executive Committee to foster full participation and engagement by the Board of Directors.

#### **Community**

As PCA-NJ's chief ambassador to the external world, the Executive Director/CEO must strive to build positive relationships with affinity prevention organizations, municipal and state partners, as well as local and regional communities of interest.

### **Affiliations**

The Executive Director/CEO must build networks of contacts within the public policy and advocacy prevention fields and early childhood and family-oriented agencies, as well as affiliate with other relevant organizations both in New Jersey and nationwide – building beneficial cooperative and collaborative relationships and partnerships with other affinity prevention organizations, namely Healthy Families America, Prevent Child Abuse America, and other state chapters.

### **Organizational Relationships**

The Executive Director/CEO directly supervises the senior management staff from: Programs, Development, Finance, Human Resources, and an Administrative Assistant.

### **SKILLS AND KNOWLEDGE REQUIRED**

- Master's degree in behavioral sciences, public administration, or appropriate related field preferred.
- Experience of seven years or more in a senior leadership position in child service, advocacy, administration, or related fields.
- Knowledgeable expert on current healthy child development and abuse prevention research, resources, and child welfare systems.
- Proven record of accomplishment with resource development and diversification of funding sources.
- Demonstrated ability to maintain and build relationships with governmental agencies and funding agencies including well-developed relationships with senior governmental and agency leaders.
- Demonstrated ability to innovate and expand programmatic initiatives.
- Demonstrated success in developing and maintaining diverse senior administrative and program staff.

- Demonstrated influence management and supervisory skills including teaching, mentoring, and coaching.
- Ability to work under pressure and meet deadlines.
- Strong IT skills, with experience and interest in using IT to streamline operations and maximize resources.

### **COMPENSATION**

The salary range for this position is \$160,000 to \$175,000. PCA-NJ offers an attractive benefits package.

*Prevent Child Abuse-New Jersey provides equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion, or any other classification protected by law. Prevent Child Abuse-New Jersey strongly encourages candidates of all identities, experiences, orientations, and communities to apply.*

### **HOW TO APPLY**

*Applications, including cover letters and resumes, or nominations should be sent to Paul Spivey and Addie Jones at: [PCA-NJ@PhillipsOppenheim.com](mailto:PCA-NJ@PhillipsOppenheim.com).*