



Position Title: **Vice President of Programs**

Location: **North Brunswick, NJ**

Reports to: **President/CEO**

FLSA: **Full Time - Exempt**

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, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, strengthening quality of parent and child-serving 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. Our prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

JOB SUMMARY:

The Vice President of Programs will direct and manage all aspects of the Program Department, including oversee the implementation of programs, development and obtaining new funding sources and ensuring continuing funding sources, promote advocacy and appropriate legislation for all programs; supervise staff; represent PCA-NJ and its subsidiary, the Child Wellness Institute (ChildWIN), in networks and collaborations; provide training and educational presentations.

This is a hybrid/remote position with occasional presence at the office required.

MAJOR RESPONSIBILITIES:

Oversee the Program Department; all grants, contracts, outcomes and budgets and its employees:

- Manage the State, Federal, and Foundation Grants that fund programming and act as the liaison between PCA-NJ and funders
- Maintain relationships with key partners and beneficiaries for each of these programs. Oversee and coordinate the replication of all PCA-NJ prevention and education programs including: Healthy Families, Parents As Teachers, Community Education, Grow NJ Kids, Parent Linking Program (PLP), Connections Matter and Essex Pregnancy and Parenting Connection (EPPC).

Development & communications:

- Assist with growth, management, development and oversight of all PCANJ programs and the Child Wellness Institute.
- In partnership with the Development team and CEO, identify, cultivate, research and obtain approval of new initiatives and unrestricted funding.

- Support the writing and submitting of grant proposals and follow- up on inquiries.
- Engage in establishing new partnerships to support PCA-NJ and Child Wellness Initiative.
- Assist in the growth and development of PCA-NJ's subsidiary, Child Wellness Initiative; including seeking funding, replication and expansion.
- In partnership with the VP of Engagement, work collaboratively on communication content about PCANJ/ChildWIN programs and on fundraising opportunities.

Assist with networking and marketing of PCA-NJ.

- Identify and network with individuals and organizations as needed for the development of programs throughout New Jersey.
- Attend and present at conferences, give trainings and presentations as appropriate.
- Oversee Development staff's creation of marketing materials and marketing efforts for programs.
- Sit on various committees to network and promote PCA-NJ.

Manage evaluation and research efforts in all programs:

- Initiate and engage in research projects with local universities to demonstrate program outcomes and efficacy as appropriate, obtain funding resources as needed.
- Establish mechanisms required to accurately collect data for evaluation of programs in terms of levels of service, technical assistance provided, and outcomes of participants.
- Analyze data and prepare reports reflecting evaluation and research results.

Development and execution of agency policy agendas:

- Assist each program with developing an advocacy agenda.
- Initiative and oversee PCANJ advocacy work.
- Establish solid connections and relationships with state legislative leaders.

Actively participate on PCA-NJ's Management Team.

- Become knowledgeable of all programs at PCA-NJ.
- Attend and participate in Management Team meetings and other staff and team meetings.

Work with the PCA-NJ Board of Directors as appropriate.

Fulfill other duties as assigned by Executive Director.

QUALIFICATIONS:

A master's degree (PhD is desirable) in social work or related field with a minimum of seven years of progressively more responsible experience. Experience with children, families and at-risk parenting populations is preferred. Practical and managerial field experience in program development and implementation. Solid experience in supportive supervision, collaboration building, and grants management. Track record of success with proposal writing and development.

SKILLS & KNOWLEDGE REQUIRED:

- Knowledge of program planning, development, and implementation.
- Effective supervisory skills, particularly in maintaining an office culture with strong psychological safety.
- Demonstrated experience in grant writing.
- Ability to build relationships with persons at all levels of human service.

- Experience/knowledge of legislative/government systems and processes.
- Experience with interagency collaborations.
- Skills in running meetings and making public presentations.
- Awareness of cultural diversity and its impact on planning and provision of service.
- Ability to manage multiple projects.
- Ability to assess program efficacy and supervise program to facilitate overall effectiveness.
- Excellent team-building skills.
- Ability to motivate others.
- Computer fluency with MS Office Suite.
- Highly organized and flexible.

Candidate must also possess strong desire to learn and a commitment to professional development in all the above areas.

OTHER CONDITIONS OF THIS POSITION: Travel throughout New Jersey will be necessary and a valid driver's license & reliable vehicle are required. Hours may need to be flexible to allow for some evening and weekend work.

SALARY: The annual salary for this position is between \$110,000 and \$115,000. In recognition of a key expectation of revenue growth, this position will be eligible for performance-based bonuses based on revenue generated under the Child WIN subsidiary organization.

TO APPLY:

Please submit your resume and cover letter to resume@preventchildabuseNJ.org. Be sure to include "VP Programs" and your last name in the subject line.

Prevent Child Abuse-New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide 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; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.