

Prevent Child Abuse Utah
JOB ANNOUNCEMENT
Executive Director

THE OPPORTUNITY

Prevent Child Abuse Utah (PCAU) is seeking a talented and visionary leader for the position of Executive Director. This person will have responsibility for the overall operation of the agency. Responsibilities are both managerial and representational and include program planning, strategic budgeting, evaluation and reporting, financial planning and monitoring, organizational development, human resources, legislative and public policy advocacy, fundraising, public affairs and public relations.

THE ORGANIZATION

Prevent Child Abuse Utah (PCAU) serves as Utah's lead community-based non-profit organization addressing the complex issues of child abuse – serving more than 68,000 youth and adults from 2009 through 2010. The organization was established in 1982 and has its main office in Ogden, Utah with a satellite office in Salt Lake City.

PCAU serves the State through a variety of school and community-based education programs that employ evidence-based prevention models recognized by professional organizations including the American Academy of Pediatrics and the Utah State Office of Education.

Over the past 28 years, PCAU has grown to a staff of approximately 16 and has annual operating revenue in excess of \$920,000. The organization operates on a state fiscal year from July 1st through June 30th, and the staff run more than 10 distinct prevention programs. The organization has a growing community presence and is led by dedicated staff with support from a committed and passionate Board of Directors. In the summer of 2010, the organization adopted a strategic plan that clearly articulates PCAU's strategic goals and objectives over the next three years.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- A Master's Degree in Business, Education, Human Resources, Management, Public Administration, Human Services, Social Work or other related fields.
- Not less than 5 years professional experience in positions with increasing administrative, programmatic and managerial responsibilities.
- Proven successful experience in working with non-profit organizations and with a volunteer Board of Directors.
- Proven successful experience in working with governmental entities on issues related to systemic advocacy for vulnerable children and families.

Demonstrated skills must include:

- A minimum of 5 years experience with staff supervision and management.
- Excellent verbal and written communication.
- Fundraising experience including public/private grant writing, capital campaigns and events.
- Building critical linkages to the political, foundation and abuse prevention communities.
- Public relations experience including public speaking and media relations.
- Successful strategies in solving problems and bringing together divergent agendas.
- Managing multiple funding sources.
- Planning long term goals and implementing strategies to accomplish said goals.

Past work experience should include successful:

- Budget creation and management.
- Direct responsibility for personnel and human resource management.
- Working with a Board of Directors.
- Business management decisions based on fiscal realities and organizational mission, vision and values.
- Analysis of political landscape and programmatic trends.
- Interagency coordination/cooperation.
- Quality relations with the media, funders and community stakeholders.

Applicants should have knowledge of:

- Child abuse prevention, treatment and prosecution.
- Local, state and national leaders in child abuse prevention.
- Basic contractual negotiations and agreements.
- State, local and federal programs and services for vulnerable children and families.
- Current trends in the field of abuse prevention, child welfare and human services.
- Applicable rules, laws, regulations and practices related to personnel management, fiscal management of organizational resources.
- Internal management and fiscal controls.

COMPENSATION

The salary range for this position is \$65,000 to \$72,000, plus a competitive benefits package.

FOR MORE INFORMATION

To learn more about Prevent Child Abuse Utah, you can visit our website at www.preventchildabuseutah.org

APPLICATION

Please submit a cover letter and resume in **PDF format only** at pcaujobs@gmail.com by September 4, 2011.

AFFIRMATIVE ACTION STATEMENT

PCAU is an affirmative action/equal opportunity employer. PCAU has endorsed, without qualification, a policy that all applicants shall be entitled to equal opportunities of employment regardless of race, color, gender, gender identity, national origin, physical, mental or sensory disability, sexual orientation, religious practices or beliefs, political affiliation, or veterans status, in the employment compensation, promotion, up-grading, training and development, demotion, transfer, lay-off, termination or rehire of personnel.