

Community-Based Child Abuse Prevention Program Manager

**Prevent Child Abuse Iowa
505 Fifth Avenue, Suite 900
Des Moines, Iowa 50309
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Prevent Child Abuse Iowa seeks a manager for a statewide program providing family support and respite and crisis care services. Program services are offered through contracts with local Community Partnerships for Protecting Children (CPPC) sites and a subcontract with the Iowa Respite and Crisis Care Coalition (IRCCC). The manager will be responsible for administrative, programmatic, and reporting requirements of this program, which is funded by the federal Community-Based Grants for the Prevention of Child Abuse and Neglect (CBCAP) program.

PCA Iowa's CBCAP manager will work with other PCA Iowa staff on this new program. The director's duties will primarily involve:

- Managing the CBCAP grant activity in compliance with state and federal requirements
- Working with the Iowa DHS program manager to assist DHS as the CBCAP lead agency and with FRIENDS National Resource Center and the federal program manager
- Working with state and local CPPC representatives to ensure that programs and activities meet CBCAP funding criteria, while allowing for consideration of locally determined needs
- Overseeing the contracting for and financial management of CBCAP services, including the subcontract with IRCCC
- Encouraging and supporting participation in Child Abuse Prevention Month activities and enhancing child abuse prevention awareness throughout the year
- Working collaboratively with CPPC representatives for system, policy, and practice change
- Developing and implementing an evaluation plan with outcome measures to meet state and federal reporting requirements and providing needed financial and statistical data
- Completing and submitting the annual CBCAP application and Iowa's annual federal program and financial reports of CBCAP activity

An applicant must have a bachelor's degree, with significant experience relevant to the position's duties. He or she must have very good written and verbal communication skills, the ability to coordinate and manage multiple activities, and expertise to ensure program compliance with federal and state requirements and contractual obligations. It is a plus if an applicant has experience with the Community Partnerships, grants administration, the program services to be offered, and/or systems change advocacy. The manager must be able to travel and work well on a team.

Salary:

The salary is in the forties, D.O.E., with benefits.

How to apply:

Until filled, send a resume and a cover letter describing qualifications by mail to Stephen Scott, Executive Director at above address or by email to sscott@pcaiowa.org.

Prevent Child Abuse Iowa is an equal opportunity employer