

Job Description

Job Title: Managing Director of Healthy Families America Research	FLSA Status: Non-Exempt
Department: Research	Reports To: Chief Research & Strategy Officer

Prevent Child Abuse America is a leading champion for all children in the United States. Founded in 1972, we are the nation’s oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect before they occur and helping children grow up to be productive, contributing members of their communities and society. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America home visiting sites, which directly provide parents and caregivers a wide variety of services and resources. Our comprehensive approach is informed by science—we translate and disseminate innovative research to promote proven solutions that our vast network then puts into action. And we raise public awareness and advocate for family friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive. Visit preventchildabuse.org to learn more.

Objective:

The primary role of the Managing Director of Healthy Families America (HFA) Research is to direct the development and management of research and evaluation activities for the HFA model. The Managing Director of HFA Research will oversee the development and maintenance of HFA’s data system (Learn, Evaluate, and Advance Practice—LEAP), engagement with HFA sites and stakeholders in the LEAP initiative, monitor and address data quality issues, and guide continuous quality improvement work across the HFA network.

Essential duties and responsibilities:

- Assume leadership responsibility for research and evaluation initiatives of HFA, including planning, organizing and supporting model CQI initiatives
- Identify policy relevant research opportunities; seek external funding (e.g., federal, state, foundation) to finance research; design research studies that relate to relevant policy contexts; and translate relevant interdisciplinary research into policy, program and practice context(s)
- Collaborate with national office staff to facilitate dissemination of research, knowledge exchange, and research-practice collaboration throughout the HFA and State Chapter network
- Act as internal advisor to staff on research-related processes and procedures to maintain and enhance best practices and evidence-based practices across the organization
- Develop collaborative relationships with external entities such as professional societies, research associations, government entities, academic centers and national collaboratives to broaden the reach of HFA activities
- Manage, recruit, supervise, train, and evaluate direct reports in conjunction with HFA and PCAA leadership goals and personnel policies
- Establish and maintain the expertise, knowledge, skills, and abilities requirements for research staff members
- Other duties as assigned

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Required education and experience:

- PhD in psychology, social work, public health, policy or related field
- 5+ years of research and/or evaluation work experience, including involvement with multiple aspects of the research process (e.g., research design, data analysis, manuscript preparation)
- Experience in non-profit sector preferred
- Knowledge of empirical literature on home visiting, early intervention, child development and other relevant areas (e.g., parenting, high risk populations, child maltreatment)
- Expertise with SPSS, SAS, or comparable statistical software and comprehensive knowledge of advanced statistical methods
- Demonstrated proficiency with Microsoft Office Word, PowerPoint, Excel, Access, Publisher

Additional Requirements:

- Strong verbal and written communication skills with ability to translate research into policy and practice
- Analytical and process-oriented mindset
- Excellent project management and organizational skills
- Ability to work effectively in collaboration as well as independently
- Ability to prepare quality reports and published articles
- High level of research-related analytical and computer skills and understanding of scientific method
- Flexibility to adapt to changing priorities
- Highest level of personal and professional integrity and ethics
- High level of initiative, accountability and follow-through
- Highly energetic personality who exudes passion for the company and its mission while ensuring teams are upholding and exemplifying company values
- Authorized to legally work for any employer in the United States
- Willingness to submit to any requested background checks
- Fluent in English

Competencies:

To perform the essential functions of this position and the job successfully, an individual should demonstrate the following competencies.

- Critical thinking—able to think critically, reason, and apply knowledge learned on the job to the tasks at hand;
- Problem solving—identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits creativity and a willingness to try new solutions; and appropriately applies problem-solving techniques;
- Confidentiality—operates with the highest level of discretion and maintains complete confidentiality of all business matters;
- Interpersonal skills—thrives in, and fosters, a team-oriented environment; able to establish strong relationships based on a foundation of trust; is able to easily and confidently work with a diverse constituency in regard to cultural backgrounds, levels/roles, and personality differences; remains open to others' ideas;

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- Oral communication—speaks clearly and persuasively in positive or negative situations and able to effectively make presentations to small or large groups;
- Written communication—drafts products with minimal oversight; edits work for spelling and grammar; presents numerical data effectively and accurately; able to skillfully write, read and interpret written information;
- Technical knowledge—possesses thorough knowledge of all operating systems and programs required by this role;
- Leadership—drives results and establishes and follows fundamental goals; successfully manages and motivates employees; proposes innovative solutions; fosters a success-oriented, accountable environment;
- Planning/organizing—effectively prioritizes and plans work activities; manages own time as well as others' time efficiently and effectively; successfully manages conflicting priorities; communicates key objectives and necessary tactics to meet project requirements/goals; proactively identifies and anticipates needs and makes recommendations for implementation;
- Quality control—demonstrates accuracy and thoroughness and monitors own work to ensure quality;
- Adaptability—skillfully adapts to changes, delays, or other unexpected events; manages competing demands, priorities, and deadlines; able to coordinate across various time zones;
- Dependability— self-directed, self-accountable, and self-motivated; meets deadlines; attendance is punctual and reliable; able to take direction, follow instructions, and work independently; solicits feedback to improve performance

Supervisory responsibilities:

This position has direct supervisory responsibilities.

Work environment:

This position predominantly operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. While performing the duties of this job, the employee may be required to stand for up to eight hours or more at a time. The employee must use his/her hands to handle or feel objects, tools, or controls, reach with hands and arms, talk, and hear. The employee is occasionally required to walk, sit, climb, or balance, and stoop, kneel, or crouch. The employee will be required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Persons with mental or physical disabilities as defined by the Americans With Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Travel:

The employee must be able to travel monthly.

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Other duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation:

- Salary is commensurate with educational and professional experience.
- Benefits include health, dental, life, vision, and disability insurance, plus 401(k).
- Each full-time employee receives paid holidays, sick days, vacation days, and personal days in accordance with PCA America employee handbook.

To apply:

Email your resume and curriculum vitae to:

Dr. J. Bart Klika
Chief Research & Strategy Officer
Prevent Child Abuse America
bklika@preventchildabuse.org

No phone calls, please.

Prevent Child Abuse America is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, national origin, veteran status, disability or any other characteristic protected by state, federal, or local law.

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