

Policy and Government Relations Manager

Prevent Child Abuse America (PCA 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 it happens*. Our success is founded on a nationwide network of state chapters and nearly 600 Healthy Families America (HFA) home visiting sites. We also conduct, translate, and disseminate innovative research based on science that our vast network then puts into action. We also 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.

Primary Objective:

The Mission of PCA America is to prevent the abuse and neglect of our nation's children. HFA contributes to the organization's mission as an evidence-based home visiting model supporting families throughout the country and internationally. Nearly 70,000 families are served each year by nearly 600 affiliate HFA sites around the country. The HFA National Office is responsible for providing technical assistance, training, quality assurance and accreditation to its network of affiliate sites and state systems.

The HFA Policy and Government Relations Manager provides strategic policy planning, guidance, and support to advance the goals and mission of HFA by growing HFA's presence nationally, while also advancing the policy priorities of PCA America. This position focuses on identifying and engaging opportunities for increased funding, resources, and positioning of home visiting generally, and HFA specifically. The HFA Policy and Government Relations Manager works with HFA state and site leaders, in partnership with national office staff, providing the necessary technical assistance and support for a robust and responsive advocacy framework.

Responsibilities:

- Partner with HFA, Chapter, and Policy staff at the national office to work toward accomplishing PCA America's state and federal policy priorities.
- In collaboration with HFA national staff, develop strategies to increase HFA's presence nationally and at the state level including outreach education, aligning champions and resources, bolstering stakeholder involvement, and addressing challenges that arise.
- Maintain positive working relationships with high-level key stakeholders, including the development of relationships with federal, state and agency officials, as well as with state and federal coalitions.
- Support and bolster HFA policy leadership at the state and site level by identifying regions of greatest need or opportunity and providing needed policy technical assistance.
- Help state advocates and HFA leads to identify and grow new state-level funding opportunities and funding streams for home visiting including legislative and appropriations work and advance advocacy capacity within

the HFA network through creating public policy learning events and resources (i.e. webinars, meetings, conferences, develop talking points, issue briefs, testimony and state home visiting legislative and public policy reports, etc.).

- Engage and partner with champions, networks, and stakeholders to develop innovative, inclusive, and community-based approaches to increase access to home visiting and other prevention services for families.
- Work with PCA America's policy team to collaborate and grow federal and state outreach and advocacy strategies that advance the reach and sustainability of HFA. Follow relevant federal and state legislative developments in an effort to foster discussion with and build relationships with policymakers and staff in a bipartisan manner.
- Other duties as assigned.

Please note: this list of responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management deems necessary from time to time.

Education, Experience and Skills:

- Bachelor's Degree and at least five year's experience in state or federal advocacy, policy, child welfare, early childhood home visiting, or public health policy preferred.
- Excellent interpersonal, written and verbal communication skills for formal and informal interactions with a diverse array of internal and external constituents.
- Proven ability to communicate effectively with a non-partisan, family-focused, data-informed, and equity-centered voice.
- Ability to exercise sound judgment consistently in determining appropriate approaches in interactions with senior leaders and external partners related to complex, sensitive, or nuanced issues.
- Strong commitment to primary prevention and promoting equity through policy levers.
- Excellent organizational skills, follow-through, and attention to detail.
- Strong analytical, critical thinking, problem-solving, and decision-making skills.
- Ability to work independently and thrive in a team environment where collaboration, teamwork, creativity and flexibility are valued.
- Ability to represent PCA America with professionalism.
- Ability to balance multiple competing priorities and operate on short timelines, when needed.
- Values and contributes to a respectful work environment with an openness and inclusion to all viewpoints.
- Experience with the Healthy Families America home visiting model a plus.

Work Environment:



This is a full-time exempt position eligible for a remote or hybrid (2-3 days in the Chicago office) work environment.

Work is performed in an office environment. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those individual encounters while performing the essential functions of this position. If outside the Chicago area, remote staff must maintain an office with internet and telephone, and be able to complete bulk copying, compiling and shipping, when needed. A computer and printer are provided.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, and/or hear, and/or use hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally walk, lift and/or move up to 10 pounds while moving files or small packages. This position may occasionally lift and/or move up to 25 pounds while moving items. Capacity to spend significant time each day on a computer. Specific vision abilities required by this job include close vision and the ability to adjust focus. Specific requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

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 Required: Must be able to travel out of state approximately 15-20%.

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:

PCA America's compensation strategy is based on equity and transparency. When determining salary offers, the candidate's directly applicable experience will be taken into consideration as well as internal equity within the range. The starting pay range is between \$90,000 and \$100,000 annually.

Benefits offered include medical, dental, and vision benefits options, company-paid life insurance and short- and long-term disability, paid time off including a sick leave policy and personal days, paid holidays and paid parental leave. We also offer a wellness benefit reimbursement, retirement plan with a company match, and the option to contribute towards a Health Savings Account.

PCA America is deeply committed to creating a dynamic work environment that values diversity, inclusion, equity, and respect. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age,



disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. Aligned with our commitment to equity and justice, we provide additional opportunities through internal task forces, conferences, and staff retreats.

Applications:

Please send your resume to Lauren Hampton, Senior HR Consultant to PCA America, at lahampton@bdo.com.

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To learn more about Prevent Child Abuse America, please visit: www.preventchildabuse.org.

Prevent Child Abuse America is an Equal Opportunity Employer.