

Please find attached the Job Announcement for the Executive Director at Prevent Child Abuse Texas. Wendell Teltow will be retiring on January 31, 2106.

Please think about it if you or someone you know would be a fit for this role.

Send Resumes and questions to

[EDSearch@PreventChildAbuseTexas.org](mailto:EDSearch@PreventChildAbuseTexas.org)<<mailto:EDSearch@preventchildabusetexas.org>>  
<<mailto:EDSearch@PreventChildAbuseTexas.org>>by November 1.

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**\*OVERVIEW \***

\*Headquartered in Austin, TX Prevent Child Abuse Texas (PCAT) has been in operation since 1984. It is our aim to increase awareness of child abuse prevention. We excel at hosting awareness campaigns, such as our Walk to Action Walks, providing trainings to day care, schools, and community organizations throughout Texas, and hosting an annual statewide conference for leaders in Child Abuse Prevention: social workers, counselors, child educators, Childcare and youth workers, Law enforcement, medical and legal professionals, foster care workers, child welfare board volunteers, elected officials and other interested child advocates. PCAT is a vital part of a movement to make child abuse prevention the highest priority in Texas and will: \*

\*educate the public on the critical needs and benefits of child abuse prevention;\* \*identify & address the needs of constituents (parents, children, service providers, funders);\* \*link organizations committed to child abuse prevention;\* \*mobilize public, corporate, religious, & government sectors to make child abuse prevention a priority\*\*\*

**\*EXECUTIVE DIRECTOR\***

**\*JOB SUMMARY\*:**

Prevent Child Abuse Texas' mission is the prevention of child abuse and neglect, in all of its forms, for all of Texas' children. The Executive Director of Prevent Child Abuse Texas is hired and retained by the Board of Directors and reports directly to the Board. The Executive Director (ED) is responsible for the vision, development, oversight and implementation of the goals and policies of PCAT as approved by the Board of Directors. The overall responsibilities include but are not limited to: fiscal management, operations management, staff management, program development and support, public education, fundraising, public policy and advocacy, short and long term strategic planning, community partnerships and collaborations, as well as marketing.

**\*VISION AND STRATEGIC LEADERSHIP\*:**

The Executive Director is responsible for exhibiting leadership to the Board of Directors, staff, volunteers and community partners. The Executive Director is to ensure that the organization's vision remains current, relevant and responsive to community needs. The Executive Director provides leadership and opportunities for staff and the Board to be exposed to new trends, policies and ideas in the field of child abuse prevention, including:

Developing and maintaining an atmosphere of trust and knowledge sharing among staff and the Board of Directors.

Engaging all Board members, relevant supporters and community partners in the periodic update of PCAT's activities and goals.

Developing, in conjunction with the Board Treasurer and Board of Directors, the implementation of an annual financial operating plan and budget for PCAT

Maintaining, fostering and demonstrating the highest level of ethics, team building and cooperation among all internal constituents.

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**\*MARKETING AND DEVELOPMENT: \***

The Executive Director serves as the Chief Spokesperson for PCAT and is expected to represent PCAT's interests to the public and embrace a leadership role in a broader community within the State of Texas and beyond. The Executive Director must also ensure that comprehensive and effective programs exist to promote prevention of child abuse and increase financial support available for PCAT's overall operational status by:

Offering personal leadership in PCAT's fundraising efforts, working closely with the Board of Directors to develop a comprehensive annual fundraising plan and to assist identifying, cultivating and soliciting major donors including foundation/grant opportunities, and work with the Fund Development staff to nurture relationships and communicate regularly with PCAT supporters.

Working with the Board President to energize the Board Members to be full participants in PCAT's fundraising and outreach efforts.

Working to ensure the development of a marketing program to create a measureable increase in PCAT's name recognition to culminate in an overall branding strategy through public policy and advocacy channels.

**\*STAFF AND OPERATIONS MANAGEMENT: \***

The Executive Director has ultimate responsibility for the leadership of PCAT staff. The Executive Director must identify and initiate change as needed to maintain a vital, collaborative and efficient organization, working with the Board of Directors and staff in a consultative and collaborative way to ensure progress toward its' strategic goals, by:

Managing the recruitment, employment, supervision and release of all personnel, including paid staff, contractors, consultants and volunteers.

Encouraging and facilitating ongoing staff professional development.

Setting and maintaining high standards for staff performance along with a mandatory annual evaluation process or on an as-needed basis with all employees.

Ensuring that sound human resource policies and practices are in place, including effective communications channels for all personnel.

Maintaining a positive, professional environment that attracts, retains, motivates and supports a diverse staff of highly qualified, team-oriented personnel.

**\*FISCAL MANAGEMENT \***

The Executive Director is responsible for ensuring that the organization follows sound financial practices including realistic budgeting, prudent management of financial resources and employment of PCAT's assets for the most effective long-term fulfillment of its' mission, by:

Working with the staff, the Board Treasurer and the Board of Directors in preparing an annual budget and ensuring that the organization operates within projected budget guidelines.

Working closely with the Board Treasurer and auditors to maintain current financials.

Ensuring appropriate and timely tax report filings with the Internal Revenue Service and the State of Texas.

Collaborating with the Board Treasurer and the Board of Directors regarding the sound financial status of the PCAT Bank Account.

Monitoring and maintaining diligent oversight of monthly Accounts Payable records and disbursement of timely payments to vendors.

Monitoring and maintaining the weekly Accounts Receivable deposits.

On a timely and regular basis, submitting monthly bank statement records, deposit slips and records of payments to vendors to the Board Treasurer.

**\*KEY RELATIONSHIPS\***

**\*BOARD OF DIRECTORS\***

The Executive Director reports directly to the Board of Directors and works with the Board President and Executive Committee to improve Board members' performance and to foster full participation and engagement by the Board of Directors.

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**\*COMMUNITY\***

As PCAT's chief ambassador to the community, the Executive Director must strive to build positive relationships with like-minded prevention organizations, municipal and state partners as well as local and regional communities of interest.

**\*AFFILIATIONS \***

The Executive Director must build networks of contacts within the public policy and advocacy prevention field, and early childhood and family oriented agencies. In addition, connect with other relevant organizations both in Texas and nationwide building beneficial cooperative and collaborative relationships and partnerships with other like-minded prevention organizations, namely, Prevent Child Abuse-America and other state chapters.

**\*QUALIFICATIONS\***

Masters' Degree in Behavioral Sciences or Public Administration \*\*

Minimum 5 - 10 years experience in a senior leadership position in child service, advocacy, administration or related fields \*\*

Knowledge expertise in current child abuse prevention research, resources and child welfare systems \*\*

Proven track record in fundraising and demonstrable success in fund development/grant writing \*\*

Demonstrated ability to innovate and expand programmatic initiatives\*\*

Demonstrated management and supervisory skills, including teaching and mentoring\*\*

Ability to work under pressure and meet deadlines \*\*

\*Prevent Child Abuse Texas\*

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\*www.PreventChildAbuseTexas.org<<http://www.preventchildabusetexas.org>>  
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