POSITION DESCRIPTION
Stop It Now!
An affiliate program of Klingberg Family Centers, Inc.

Stop It Now! prevents the sexual abuse of children by mobilizing adults, families and communities to take actions that protect children before they are harmed.

Title: Project Manager of Outreach & Community Engagement (Grant Funded)

Function:

Under the direction of the Stop It Now! Director, the Project Manager of Outreach & Community Engagement is responsible for the day-to-day management, coordination, implementation, and reporting of the Byrne Memorial Fund grant. This position provides leadership for project planning, outreach, partnership development, needs assessment activities, communications coordination, data collection, training logistics, evaluation support, and grant administration. The position works collaboratively with staff, consultants, researchers, community partners, and advisory groups to ensure successful implementation of grant activities and achievement of project objectives. State-wide travel (approximately 50%) is expected

This is a full-time, grant-funded position with an anticipated duration of three years, with an anticipated start date of December 15,2026. Continued employment is contingent upon grant funding.

Core Competencies

1. **Promote Mission:** Affirms and upholds the mission, philosophy, policies and vision of the agency.
2. **Diversity**: Promotes and ensures equality, diversity, and inclusion in all aspects of our work by valuing our workforce, clients and community. Demonstrates respect, sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations.
3. **Professional Behavior:** Embodies professionalism and initiative in execution of job responsibilities.
4. **Growth**: Is receptive to feedback, willing to learn, and strives for continuous improvement.
5. **Integrity/Honesty:** Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
6. **Interpersonal Skills:** Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
7. **Flexibility:** Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
8. **Time Management:** Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines.

9. **Computer and Internet Proficiency:** Comfortable with word, excel, PowerPoint. Comfortable on a variety of electronic platforms, including zoom, various social media and others.
10. **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
11. **Relationships**: Forms RICH (respect, information, connection and hope) relationships with diverse clients, fellow employees and stakeholders.
12. **Judgment:** Exhibits the use of consistently sound judgment. Ability to identify and respond to shifting priorities.
13. **Communication:** Exhibits the use of excellent written and verbal communication skills. Comfortable using virtual technology in communication.
14. **Comfortable:** Ability to engage in a work environment dealing with the sensitive content and needs specific to sexual abuse
15. **Independence**: Demonstrates the ability to function independently.
16. **Knowledge**: Demonstrate knowledge and willingness to learn online platforms, such as Linked In, Twitter, Constant Contact and others.
17. **Conflict Management:** Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

Use of Capabilities *(Illustrated by typical activities)*

- Coordinate day-to-day implementation of the Byrne Memorial Fund grant, ensuring project activities, timelines, deliverables, and reporting requirements are completed on schedule.
- Develop and maintain detailed project work plans, implementation schedules, and grant documentation.
- Coordinate grant meetings, advisory groups, project partners, consultants, and subcontractors.
- Monitor project progress and assist the Director in identifying and resolving implementation challenges.
- Coordinate grant reporting, documentation, data collection, and performance measure tracking.
- Assist with grant budget monitoring and coordination with agency fiscal staff.
- Coordinate project logistics including scheduling, meeting facilitation, contracts, travel, and project communications.
- Maintain project records and ensure compliance with grant requirements and organizational policies.
- Collaborate with research and evaluation partners to support project implementation and reporting.

- Coordinate regional needs assessment activities including stakeholder engagement, surveys, interviews, focus groups, and community meetings.

- Build and maintain collaborative relationships with community organizations, professionals, families, and other project partners throughout Western Massachusetts.
- Coordinate advisory group meetings and ongoing stakeholder engagement activities.
- Support development and implementation of prevention messaging, outreach campaigns, and public education initiatives targeting Massachusetts families and youth-serving organizations.
- Coordinate participant recruitment, registration, logistics, and follow-up for trainings, meetings, and outreach activities.
- Support implementation of professional trainings and parent mentor initiatives.
- Coordinate survey administration, data collection activities, and management of project information to support evaluation efforts.
- Collaborate with communications staff to promote project activities through website content, digital communications, and marketing initiatives.
- Assist with implementation of website redevelopment activities, including coordination between staff, consultants, and vendors, and support integration of website and data management systems.
- Prepare summaries, presentations, reports, and other materials communicating project progress, findings, and recommendations.
- Participate in dissemination activities including presentations, meetings, webinars, and community engagement events.

Training

Must complete five (5) hours of professional development annually, in addition to required agency trainings, with emphasis on project management, community engagement, evaluation, child sexual abuse prevention, and evidence-informed practice.

Physical Demands

1. Prolonged periods sitting at a desk and working on a computer.
2. Occasional travel throughout Western Massachusetts and other locations as needed.
3. Must be able to lift up to 15 pounds at times.

Authority

In the execution of assigned responsibilities, authority is full and clear subject to the limits of sound professional principles and practices, agency policies and procedures, and the directives of the Director of Stop It Now!

Required Skills/Abilities

1. Excellent organizational and project management skills with the ability to coordinate multiple priorities, timelines, and stakeholders simultaneously.

2. Strong written and verbal communication skills, including preparation of reports, presentations, meeting summaries, and grant documentation.
3. Demonstrated ability to build collaborative relationships with community organizations, professionals, families, researchers, and public agencies.
4. Experience coordinating outreach initiatives, stakeholder engagement, community meetings, or collaborative projects.
5. Experience managing project logistics, training coordination, meeting facilitation, and event planning.
6. Knowledge of survey administration, data collection, data management, and performance measurement.
7. Ability to organize, analyze, and present project information clearly and accurately.
8. Proficiency with Microsoft Office 365 and familiarity with project management, survey, database, and virtual meeting platforms.
9. Strong attention to detail and ability to maintain accurate project records and documentation.
10. Ability to work independently while contributing effectively within a collaborative interdisciplinary team.
11. Demonstrated sound judgment, professionalism, flexibility, and ability to maintain confidentiality.
12. Commitment to the mission of preventing child sexual abuse and advancing evidence-informed, community-based prevention strategies.

Preferred Education and Experience

1. Bachelor's degree in public health, social work, nonprofit management, public administration, communications, education, psychology, criminal justice, or a related field.
2. Three or more years of experience managing complex projects, grant-funded initiatives, community outreach, or public health programs.
3. Experience coordinating community partnerships, stakeholder engagement, or coalition-based initiatives.
4. Experience supporting grant administration, reporting, and compliance.
5. Experience coordinating surveys, community assessments, evaluation activities, or research projects.
6. Experience planning and coordinating trainings, meetings, webinars, or conferences.
7. Familiarity with child welfare, child protection, violence prevention, public health, or community-based prevention initiatives is preferred.