PREVENTION RESEARCH AND POLICY
ANALYST
JOB PROFILE

AUSTIN, TX

JANUARY 2021

The Organization
TexProtects was founded in 2000 as the Dallas-based Child Abuse Prevention Advocacy Commission (CAPAC) to address the critical need for reform in Dallas County's Child Protective Services (CPS). Though the organization evolved since its founding, eventually becoming today's TexProtects, it consistently utilizes a multifaceted, evidence-based approach to bring awareness to issues surrounding CPS reform, organizing voices speaking to the needs of children at risk of abuse, and aims to activate the most powerful and effective constituency to advocate for change in these issues. Furthermore, TexProtects utilizes short-term solutions to meet the immediate needs of at-risk children, their families, and communities while also championing long-term reform by devising scalable and innovative solutions. Ultimately, TexProtects' goal is to create broad, systematic change via major public policy innovations of child protection systems and to leverage private and public funding to scale high-impact prevention solutions. Click here to learn more about the history of the organization.

TexProtects' Vision, Mission, and Values
TexProtects vision is a world where all children are safe, nurtured, and resilient.
TexProtects mission is to protect Texas children from the trauma of abuse and neglect and empower families to thrive through education, research, and advocacy.

TexProtects focuses predominately on five issue areas across the child protection continuum: child abuse prevention; CPS system and workforce; family preservation; foster care; and transition support for foster youth.

In all that we do, TexProtects will:
- Be child and family driven
- Prioritize prevention
- Be innovative and results-oriented
- Emphasize collaboration and transparency
- Champion research-based solutions
- Drive systemic change

Impact and Collaboration
Recognizing the limitations of a single organization, TexProtects has consistently positioned itself as a coalition-builder and collaborator to advocate on behalf of outcomes for children. Over the last 18 years and 10 legislative sessions, TexProtects has assisted and/or led the passage of 51 bills that have improved the CPS system and fought for and secured over $166 million for family support home visitation programs.

As examples, in 2007, TexProtects initiated and led the passage of Texas' Nurse-Family Partnership Act, which secured funding for eight partnership sites across the state with partners who administer the program. In every subsequent legislative session, TexProtects has led the expansion of Nurse-Family Partnership (NFP). The following year, the Child Protection Roundtable (CPRT) was established to convene statewide research experts, advocates, and program providers from over 50 active organizations with child protection expertise, in order to advocate with one voice. Governed by a Steering Committee of member organizations, the CPRT meets monthly to exchange best practices information, share research projects and data, and determine its legislative agenda to advance reforms in line with prevention, reform, and healing for victims. Similarly, by 2012, leaders at TexProtects formed the Texas Home Visiting Coalition, whose efforts led to the establishment and funding of the Texas Home Visiting Program through the state legislature.

Today, TexProtects is an autonomous, nonpartisan data-driven think tank and advocacy organization designed to educate decision makers, private funders and the public at large. It remains the only Texas organization dedicated to the main issues of protection, prevention, and healing of abused and neglected children. Additionally, in 2017, TexProtects became the Texas Chapter for Prevent Child Abuse America.

Job Description

Job Title: Prevention Research and Policy Analyst
Reports To: Managing Director of Programs
Main Office: Austin
Supervises: N/A
Category: Exempt; Full-time
Anticipated Hire Date: January 2021

Purpose: The Prevention Research and Policy Analyst is responsible for executing and managing research and public policy efforts under the Managing Director of Programs related to any work under our child abuse prevention and supported families area of work.

Goals and Objectives:
Effectively and proactively develops and delivers partnerships, projects, policy, and products related to TexProtects' child abuse prevention area of work to advance the organization's mission.

Key Competencies:
- **Relationship Building -** Builds trust with managers, colleagues, direct reports, volunteers, community partners and leaders, donors and prospects, and other external contacts; Fosters positive relationships with donors and prospects and develops appropriate cultivation and engagement strategies; Promotes positive, productive relationships and collaborative working across different parts of the organization.
- **Initiative –** Proactively anticipates business needs and takes initiative to respond effectively and efficiently; Anticipates and recognizes potential or realized issues/problems and quickly refers to the appropriate person or department for resolution.
- **Communication Proficiency –** Clear and persuasive communicator - presents information in a structured, balanced, and logical way; tailors communication to the audience; speaks and writes with authority, confidence, and professionalism. Listens to others to ensure message is understood. Engages in regular, consistent, and meaningful communication; ensures important information is shared with appropriate individuals in a timely manner.

Duties and Responsibilities:
To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties and responsibilities listed below. The duties and responsibilities include the following, though other duties may be assigned.

Public Policy/Education
- Implements TexProtects legislative agenda under leadership from Managing Director of Programs: Leads effort to pass legislation and secures budget requests related to our prevention strategies which include the following:
    - o Enhance economic supports for families
    - o Support positive parenting practices
    - o Promote healthy development
    - o Promote quality care and early education
    - o Intervene to lessen harm and prevent future risk
- Monitors key prevention issues and proactively works to communicate items of importance to other staff.
- Develops relationships with key legislators and staff on key committees.
- Schedules meetings with legislators and staff when needed for CEO and Managing Director of Programs.
- Prepares policy briefs on prevention research and related legislative priorities.

- Represent TexProtects and actively participate in collaborations and meetings related to child abuse prevention and Prenatal to Three strategies.
- Prepares and conducts PowerPoint presentations for funders, policymakers, stakeholders, and service providers.
- Provides testimony on certain TexProtects bills/budget requests and related legislation.
- Tracks legislation related to prevention issues each legislative session and reports status to Managing Director of Programs and CEO.
- Prepares and sends legislative action alerts, blog posts, and other updates to TexProtects constituents in coordination with the Communications team.
- Stays current on related legislative issues, political issues and news items.
- Provides content on policy strategies, goals, and outcomes to the development team to secure grant requests and report progress to funders related to prevention priorities.
- Assists with development of end-of-session report and monitors implementation of bills that affect TexProtects priorities.
- Support and prepare senior staff for regular internal and external meetings and completion of deliverables; draft talking points and presentations for external audiences.

Research
- Conducts background policy research and analysis to support existing projects as well as proposals for new bodies of work; synthesizes research findings to identify and recommend best practices.
- Extracts, collects and aggregates data across databases, information sources, survey responses, and other data sources; ensures data quality; cleans and checks exiting data for consistency and accuracy.
- Develops data visualizations for diverse audiences and develops, formats, and prepares reports, charts, and/or graphs for varying documents and written and oral presentations for both internal and external audiences; collaborates with teams to design and help integrate data
- Creates internal systems for data management that enable other staff to access information with ease and accuracy.

Project Management
- Track project timeline, deliverables, and internal/external partners across multiple projects and teams, proactively communicating progress and potential challenges to supervisors and project teams.
- Support the execution of meetings, conference calls, and webinars by coordinating logistics, developing agenda, developing content, taking notes, and following up on resulting action items.

Key Technical Skills and Knowledge:
To perform this job successfully, an individual must be able to perform each qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Must have basic experience in public policy development and research.
- Exceptional written, oral, interpersonal, and presentation skills.
- Proficient in MS Office suite.
- Exceptional attitude and interpersonal skills both in person and by phone, with high professionalism.
- Ability to work independently and as part of a team.

Education and Experience:
- Experience and knowledge of the Texas Legislative process and Texas Legislature highly recommended
- Deep knowledge of the child protection system, including direct experience working with families in CPS or prevention programs strongly preferred
- Bachelor's degree a must (Masters preferred) in Social Work, Political Science, Law, Early Child Development/Education, or other related area.
- Minimum of 3 years' experience in research or public policy related field.

Physical Requirements:

The physical requirements and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Moderate to high-stress level
- Regular and predictable attendance
- Moderate noise level

- Occasional standing and lifting of at least 5 pounds
- Long periods of sitting
- Occasional travel

To Apply:

Please submit a cover letter, resume, writing sample (research and/or policy), and three references to Managing Director of Programs, Jennifer Lucy at jennifer@texprotects.org. No phone calls please. Applications due by January 25, 2021.