



Prevention Education Manager

About The Monique Burr Foundation for Children

The Monique Burr Foundation for Children (MBF) is a nonprofit organization that was founded by Edward E. Burr in 1997 on the one-year anniversary of the death of Monique Burr, his late wife, to continue her legacy of child protection and child advocacy. MBF's mission is to protect children by providing the best comprehensive, evidence-based prevention education programs that address child abuse, exploitation, bullying, cyberbullying, human trafficking, digital abuse, and other digital dangers.

One out of four children will be victimized in their lifetime. However, child victimization can be prevented through education. MBF Prevention Education Programs, including MBF Child Safety Matters® and MBF Child Safety Matters+ for elementary schools and MBF Teen Safety Matters® for middle and high schools, MBF Athlete Safety Matters® for youth athletes, and MBF After-School Safety Matters® for after-school and youth-serving organizations, are comprehensive, research-based, primary prevention programs that educate and empower students and all relevant adults with information and strategies to prevent, recognize, and respond appropriately to bullying, cyberbullying, digital dangers, trafficking, and all types of child abuse and exploitation online and in real life.

For more information about our mission and work, please visit our website at:

[www.https://mbfpreventioneducation.org](https://mbfpreventioneducation.org).

Position Summary

Monique Burr Foundation seeks a resourceful, mission-driven Prevention Education Manager to help deliver, support, and grow MBF's national facilitator network. This is a hands-on, individual-contributor role focused on training and supporting the facilitators who bring MBF's evidence-based curricula to life in classrooms across the country. The right person will feel energized rather than daunted by joining a growing organization where formal systems and structure are still being built as the team scales.

This role currently reports to the Chief Executive Officer as MBF builds out its Programs team structure. The Prevention Education Manager will spend time onboarding, primarily as a learner —

building deep fluency in MBF's full program suite, brand voice, the reasoning behind its curriculum choices, and shadowing/co-facilitating with current program staff, before leading trainings independently.

Once onboarded, the Manager will take ownership of a portfolio of partners, divided by a combination of geographies and program, and work toward becoming the organization's in-house expert on MBF's newest strategic priority: the Child Safety Matters+ curriculum for children with I/DD and other specialized education settings, including adult and childhood education.

Essential Responsibilities: Areas of Leadership & Key Qualifications

Adult Training & Facilitation Delivery

This role owns the design, delivery, and continuous improvement of MBF's facilitator training program — from initial certification through ongoing skill-building — giving facilitators the tools and confidence to bring MBF's curriculum into classrooms with fidelity.

- Build deep fluency in MBF's full program suite, brand voice, and curriculum rationale before leading trainings independently
- Co-design and maintain an annual training plan and training calendar for new and returning facilitators, including initial certifications and ongoing training events (e.g. webinars, in-person sessions, and other program-fidelity opportunities)
- Collaborate to deliver virtual, in-person, and asynchronous, multi-hour facilitator trainings to new and returning facilitator cohorts whose feedback will benchmark an expected 85% satisfaction rate on annual reviews
- Create, update, and customize training presentations and materials for a range of audiences, including Child Advocacy Center (CAC) staff, school counselors, health/PE educators, after-school program staff, coaches, and other child-facing professionals
- Provide customer support for online certified-facilitator training completions and other course-related questions
- Travel to in-person trainings and conferences, with a heavier season in the fall and lighter travel in the spring

Key Qualifications:

- Demonstrated experience designing and/or delivering adult training programs to large groups (50–100+), ideally across live, virtual, and asynchronous formats



- o Track record of building quick rapport and credibility with new trainee cohorts and stewarding relationships ongoing
- o Comfort with a heavier fall travel season and lighter spring
- o Proficiency with Google Workspace, Microsoft Office, and Zoom for Business, with Salesforce or similar CRM experience a plus

Specialized & Inclusive Education Expertise (CSM+ / I/DD Leadership)

MBF's new Child Safety Matters+ curriculum for children in I/DD and other specialized education settings is a top strategic priority. This role will become the organization's in-house, go-to expert on reaching and teaching this population.

- Inform CSM+ rollout strategy and coach facilitators on differentiated delivery for I/DD or special-needs learners
- Serve as the internal resource for facilitator questions related to curriculum modification and specialized-classroom delivery
- Create and procure educational materials, resources, and tools that support fidelity of delivery in specialized education settings
- Help build MBF's understanding of how many students served in the field are in specialized education settings, where little data currently exists

Key Qualifications:

- o Special education or I/DD classroom teaching experience
- o Experience adapting curriculum or instruction for diverse learning needs
- o Demonstrated belief and investment in reaching underserved and specialized-needs populations

Facilitator & Program Relationship Management

The Prevention Education Manager is a primary, people-facing point of contact for MBF's dispersed national facilitator network — providing day-to-day support, monitoring program fidelity, and building the ongoing engagement that keeps facilitators connected and effective.

- Field facilitator questions on disclosure handling, curriculum modification requests, and language/community fit, triaging what needs escalation versus a quick answer



- Own a portfolio of facilitators, divided by a combination of geographies and program, managing your portfolio's facilitator relationships
- Monitor facilitator performance and outcome data, and conduct and synthesize - at least bi-annually - facilitator and student pre- and post-surveys and focus groups to inform program updates qualitatively
- Prepare summaries of program feedback and research findings, help disseminate them to facilitators and the broader community, and inform the annual curriculum review process
- Develop outreach and communication touchpoints, in partnership with Marketing, that promote program fidelity and keep current facilitators, schools, and districts engaged (e.g., prevention-month toolkits, a facilitator newsletter or learning community)
- Identify conference and presentation opportunities for facilitator trainings, and support proposal development and follow-through
- Support facilitator engagement and mentorship, including future development of a more formal facilitator tiering and mentorship structure

Key Qualifications:

- o Strong track record in a relationship-facing or support role involving high-touch partner management
- o Experience handling sensitive or high-stakes conversations with sound judgment
- o Project-management instincts for juggling many concurrent facilitator relationships at once; comfort with data collection and synthesis (e.g., surveys, outcome tracking) a plus

Adaptability & Self-Directed Problem-Solving

MBF is a small, fast-growing organization, and this role's day-to-day will vary widely as infrastructure, systems, and team structure are evolving as the Foundation scales.

- Operate effectively amid shifting priorities and an evolving structure as MBF builds out its Programs team function
- Build internal go-to relationships while expanding the Foundation's external network further
- Take on varied day-to-day responsibilities — from curriculum questions to logistics to relationship-building — without an established playbook for every scenario
- Contribute to grant-related content and other cross-functional projects as needed, and participate in MBF meetings and events as directed



Key Qualifications:

- Experience thriving in a small nonprofit or “wear many hats” environment without established standard operating procedures
- Self-starter mentality balanced with patience for a structured learning and shadowing onboarding period
- Professionalism navigating evolving internal structure and external partnerships

Prevention Education Mission & Values Alignment

This role requires an authentic, non-negotiable commitment to MBF's child-safety prevention mission, along with the sensitivity to navigate trauma-related material and a politically attentive operating environment.

- Represent MBF's mission and its full commitment to inclusive, whole-childhood prevention education authentically across facilitator and community touchpoints
- Apply trauma-informed practice principles when engaging with facilitators and their disclosure-related questions
- Demonstrate a genuine commitment to learning about child victimization and the topics covered in MBF's programs, and comfort being immersed in sensitive material related to child abuse, trafficking, and other forms of victimization
- Commit to ensuring that MBF's curriculum accurately reflects and represents the communities of students, families, and providers that the Foundation serves

Key Qualifications:

- Demonstrated passion for child-safety and prevention education, regardless of prior sector background
- Familiarity with trauma-informed principles and appropriate boundaries and language
- Comfort operating within a politically attentive environment without diluting substance or intent

Location, Travel & Availability

- Remote or hybrid (if based in the greater Jacksonville, FL region) role, with a preference for Eastern or Central time zones given MBF's Eastern Standard Timezone operating rhythm



- MBF's team is currently spread across Florida, Texas, Indiana, Pennsylvania, and Washington, DC; anyone based in the Jacksonville area is expected to be in the office 1-2 times per month
- Regular, domestic travel required to support in-person trainings and conferences (heavier in the fall, lighter in the spring) and, with advance notice, for the annual in-person team retreat and other organization meetings
- Availability to work occasional evenings to accommodate facilitators' time zones and training schedules

Compensation & Benefits

- \$75,000-\$85,000 annual salary range based on the qualifications and number of years of relevant experience the selected candidate brings
- Monique Burr Foundation offers a comprehensive benefits package which includes but is not limited to:
 - o Up to a 4% 401k match; full employee medical, dental, and vision premium paid;
 - o An average of 15 paid holidays per year, including the week between Christmas and New Years Day
 - o Beginning with 20 days of PTO in your first five years, with the ability to earn five additional days after the five and 10-year marks, up to a maximum of 30 days per year
 - o a \$100 per month remote office allowance
 - o an annual professional development stipend for all staff for approved training and/or professional development opportunities

To Apply

The Monique Burr Foundation for Children has engaged Axis Talent Partners to lead this search process. With a strong track record of recruiting successful leaders from diverse backgrounds, Axis is a consultant and executive search firm that partners with social impact organizations to center equity and inclusion in search processes. Interested candidates should submit an application, including a resume and responses to the application questions, detailing their qualifications for the position and their interest in MBF's mission: [Apply here.](#)

Axis Talent Partners is committed to the full inclusion of all qualified individuals and to providing equitable and inclusive access throughout the hiring process. Interview questions will be provided in



advance. Alternative interview formats (e.g. phone only, closed captioning transcription etc.) and flexible scheduling (e.g. extended interview times) will be made available. For any additional candidate accommodation requests, please contact Crystal Combs at crystal@axistalentpartners.com

The Monique Burr Foundation for Children believes that one of the greatest strengths of an organization is the rich diversity of its staff and Board and is committed to providing equal employment and promotional opportunities based upon individual capabilities and qualifications. Monique Burr Foundation's policies and practices are to reflect our organization's commitment to nondiscrimination in all areas of employment.

