

Job Title:	Executive Director/Head Start Director	Job Category:	Management/Exempt
Department/Group:	Administrative	Travel Required:	Occasional
Location:	Detroit, MI	Position Type:	Salaried
Salary Range:	\$64,000 to \$70,000	Date posted:	June 15, 2022
HR Contact:	Stacia Little	Posting Expires:	Until filled

Applications Accepted By:

<p>E-MAIL: slittlechairperson@gmail.com Attention: Stacia Little</p>	<p>MAIL: MCY, Inc., Renaissance Head Start Attn: Stacia Little, Board of Directors 13110 14th St. Detroit, MI 48238</p>
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Position Description

The Director provides overall leadership and oversight in the planning, design, implementation, and evaluation of all program components of Renaissance Head Start.

This includes, but is not limited to:

- Representing the agency in the local, regional, and national communities; and promotes sound organizational improvements.
- Supervising and monitoring the Renaissance Head Start administrative management team
- Monitoring all center activities.
- Coordinating standards of conduct and implementing established policies and procedures throughout the agency’s organization.
- Reviewing and presenting all financial reports and preparing monthly reports that contain center and program operations for the Board of Directors and Policy Council review and approval.
- Scheduling the yearly pre- and post-audit with the auditor, Board Chair, Board Treasurer and designated staff.
- Ensuring required training of staff, Board and Policy Council.
- Managing oversight of timely account payables and receivables for the agency.
- Negotiating contracts for program operations and Center operations.
- Attending New Director training throughout probationary period.
- Establishing open communication and constant contact with the Board of Directors, Policy Council and the Regional Office.
- Oversee the Human Resources of the Agency and ensuring vacancies are filled.
- Having knowledge of the content areas at the center and Administrative level.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum of a Bachelor's degree in Early Childhood Education, Education, Human Service Management or related field and at least 5 years' experience in a government, Head Start agency or non-profit organization that delivers services in accordance with governmental laws and regulations; experience in writing grant proposals and ; in depth experience in fiscal management, including the ability to read and understand budgets and financial documents; knowledge of general codes and licensing standards for Head Start and Early Head Start programs; ability to write clear, concise and accurate reports and the demonstrated ability to manage staff and exercise leadership and initiative with limited resources to achieve or maintain the Agency's mission and purpose. Establish and build strong community outreach partners to bring resources to the Agency. Proficient with Microsoft Word, Excel, Outlook and other software applications used to create reports, spreadsheets and data.

Experience in early childhood education is highly desired.

Additional Notes:

High paced environment that requires the Executive Director to react in a professional manner to make crucial decisions when dealing with the Board of Directors, Policy Council, community leaders, parents, staff and social agencies. The ability to work a flexible schedule that may include evening hours and weekends.

Please reply with your resume, a copy of your degree and/or college transcripts.

Reviewed By:		Date:	
Approved By:		Date/Time:	
Last Updated By:			