

**Employment Opportunity—Executive Director
Kentucky Head Start Association**

Announcement:

Kentucky Head Start Association is accepting applications for a dynamic Executive Director to support Kentucky Head Start Association, its officers and membership, in the development and implementation of the operations of the Association.

Location:

Office is located in Frankfort, KY.

Application Process:

Resumes can be emailed to kentuckyheadstartdirector@gmail.com.

Deadline:

Resumes will accepted until August 17, 2018, 4pm, CST.

Job Description:

The full job description is on the following pages.



Kentucky Head Start Association
Position Description

Program: Kentucky Head Start Association
Job Title: Executive Director

FLSA: Salaried-Exempt Position

The job description is a record of the essential functions of the listed job. The job description provides the employee, administration, human resources, and other agencies with a clear understanding of the job. Jobs are always changing to some degree and the existence of the approved job descriptions is not intended to limit normal change and growth.

I. OBJECTIVE OF THE JOB (PURPOSE):

The Executive Director provides staff support to the Kentucky Head Start Association, its officers and membership, in the development and implementation of the operations of the Association. The Executive Director will be responsible to the Kentucky Head Start Association Board of Directors through the Association President.

II. SPECIFIC RESPONSIBILITIES AND DUTIES:

A. Ensures the smooth and efficient operation of the Kentucky Head Start Association

1. Organizes and maintains all official Association information including but not limited to the incorporation, 501C-3 non-profit status, by-laws, policies, procedures, meeting minutes, audits and other financial reports.
2. Provides the Association President monthly and quarterly reports on the work and activities of the Association.
3. Develops an annual budget in coordination with the Treasurer of the Association.
4. Provides Association Treasure with detailed budget data and ensures that the fiscal operations of the Association are maintained in an accurate manner.
5. Provides staff support as requested to Association President, officers, and committees.
6. Schedules and organizes meetings of the Board of Directors and committees of the Association to include notification to membership, site negotiation and address all meeting arrangements.

B. Ensures Planning and program/proposal development

1. Coordinates the planning, budgeting, program development and proposal development and preparation of grants, fundraising and contracts as directed by the

Association.

2. Assists the Board of Directors to explore a variety of financial options.
3. Assists in securing identified financial resources.

C. Manages the advocacy and public policy activities of the Association. Represents the interests of the Association before federal, state, and local governments. Informs members about legislative issues and developments and suggest appropriate actions to take. Establishes working relationships with state agencies and statewide service organizations whose activities and resources affect Head Start children and families.

1. Establishes the Association as an organization that takes a leadership role in issues relating to children and families.
2. Conducts policy research and analysis of issue that affect Head Start programs, families and children served.
3. Provides information to other early childhood programs on issues that impact children and families.
4. Takes an active role and serve on selected child and family advocacy groups, coalitions and advisory councils.
5. Assists agencies/organizations in developing policies and programs that reflect the Association mission.
6. Conveys the Association stance on identified issues to Kentucky Congressional and State legislators.
7. Attend Region IV meetings and NHSA meetings and provide updates on topics to Head Start Grantees.
8. Provide direct face to face support to Grantees when appropriate.

D. Establishes and maintains effective communication and coordination activities with the Association President and the KY Head Start Collaboration Director.

1. Functions as a resource to the Board of Directors and President providing input, support, leadership, vision and commitment as necessary.
2. Manages all correspondence relative to the Association in a timely and appropriate manner.
3. Disseminates minutes, budget reports and other pertinent Association media to Board of Directors.
4. Oversees publication and dissemination of appropriate resource information/materials to Head Start programs and Directors.
5. Oversees and maintains the Association web site and data collection process.

E. Designs and develops all regular and special Association professional development events based on instruction of the Association Program and Executive Committees.

1. Ensures that all training event logistics such as contracts, space, audio-visual, trainers, materials, etc are managed effectively.

2. Ensures that conference/training event registration packets are mailed to constituency at least 45 days prior to event.
 3. Ensures all training accommodations for providers are managed properly.
 4. Develops evaluation tools for events, assure their utilization, analyze responses and reports the results to the Program and Executive Committee members.
- F. Manages the member service activities of the organization. Facilitates the development and maintenance of programs and services to attract new and retain existing members.
1. Works to increase membership in the association to include all Head Start grantees and associate member agencies and organizations.
 2. Participates in local, regional and state conferences to increase the Head Start visibility in local communities across the state.
 3. Facilitates networking between Head Start and local/regional child and family agencies and organizations.
 4. Collects annual dues of the Association membership.
 5. Maintains current member listing with pertinent contact information.

III. UNIVERSAL STANDARDS:

- A. Positive relationships are developed with staff, parents, children, and community.
1. Builds relationships based on mutual trust and rapport.
 2. All issues are approached with a win-win attitude that respects the dignity of all parties.
- B. Actions and statements of staff, as a representative of the agency, promote and progress the agency mission.
1. Conveys a clear understanding of the organization's vision.
 2. Demonstrates agency and program values in job performance.
 3. Staff has a general knowledge of roles and responsibilities of other positions within the program.
- C. Professional knowledge; skills, and attitudes are enhanced by the utilization of opportunities and resources available,
- D. Confidentiality will be maintained in accordance with agency policy and according to federal, state and local regulations.

E. Responsibilities are carried out to a successful completion.

1. Meets schedules and deadlines and performs routine tasks with minimal supervision.
2. Possesses and maintains the necessary skill level in technology systems and software required to perform individual job duties,

F. Desired results are achieved with children, parents, staff and community by effectively using all forms of communication.

1. Demonstrates the knowledge of and the ability to effectively use communications tools. (i.e. telephone system, e-mail, fax, etc.)
2. Demonstrates effective, respectful oral and written communication skills with staff, parents, children and community.

IV. PHYSICAL DEMANDS:

The above listed position may require, but unlikely, the following physical capabilities:

1. Ability to lift/manipulate/move objects weighing no more than 50 pounds from one place to another.
2. Ability to lift objects from the floor to 18" inches above the shoulder.
3. Vision sufficiently correctable to permit full performance of all job duties.
4. Ability to drive or provide transportation for required travel in specific county, counties, or service area.
5. Wide range of mobility including walking, running, climbing (step stool), sitting, stooping, bending, and carrying necessary materials to perform planning, preparation, classroom activities, and possible evacuation in emergencies.
6. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, and writing.
7. Possess a valid driver's license and an insured vehicle to be used for carrying out job responsibilities.

Additional skill and abilities include:

- Effective interpersonal skills
- Demonstrated leadership abilities
- Ability to work independently
- Self motivated
- Ability to work cooperatively and effectively with groups
- Effective communication skills — written and oral
- Encourages communication

- Good technology skills
- Personnel and financial management skills
- Fund raising/grant writing skills
- Ability to plan effectively, schedule and coordinate meetings and conferences

V. EDUCATION:

Bachelor degree in Public Administration, Marketing, Early Childhood Education or other related field, preferred with a minimum of 10 years experience in some combination of experience in Head Start or Child/ Family Services programs. Experience in non-profit or public management, human services, policy development and advocacy along with government and legislative process is desired. Skills in association management, regional or statewide organization, and group policy development is desired. Knowledge of Head Start program and federal regulations, state and federal legislative relative to child development, Head Start and family support services is strongly desired.

VI. ACCOUNTABILITY:

The position of the Executive Director is accountable to the Kentucky Head Start Association Board of Directors, reporting to the President of the Board.