



Florida Head Start Association

Excellence. Advocacy. Leadership.



Executive Director Tallahassee, FL



Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565 ♦ 813-986-4441

www.gansgans.com



Mission

The Florida Head Start Association is the statewide voice for Head Start programs and the children and families they serve. The association is enriched by its active and diverse membership, professionalism, collaboration, accountability, and focus on positive outcomes. FHSA promotes excellence through data-driven decision-making, professional development opportunities, effective communication and exemplary leadership.

FHSA's Purpose

- Ensuring the provision of high-quality, comprehensive services to pregnant women, children birth to school age and their families;
- Providing high quality professional development and training for Head Start, Early Head Start and Migrant Head Start personnel as well as parents, Policy Council and Board members and volunteers;
- Advocacy for the development of policies and service delivery systems that address the needs of low-income families with young children; and
- Provision of a statewide forum for the continual enhancement of the status of birth to school age children and their families.

Membership

FHSA Membership is open to representatives of Head Start, Early Head Start, Migrant and Seasonal Head Start, American Indian/Alaska Native Head Start grantees or delegate agencies and community partners who, by virtue of their positions, interests, experience and training can contribute to the purpose of the Association.

The Florida Head Start Association (FHSA) is committed to providing strong leadership and advocacy to promote quality programs and services for the Head Start community. The Association's membership is comprised of Head Start directors, staff, parents, and friends.

Position Summary

FHSA is searching for an innovative community-based leader who will continue to inspire, guide, and advocate on behalf of the thousands of children, parents, teachers, and Head Start leaders who have put their hope, trust, and faith in our well-respected programs that continue to develop and educate low income children.

The incoming Executive Director will be skilled at advocacy, collaboration, coalition building, and revenue generation as well as bring informed political and financial insights, strategic thinking, and integrity to their work. In addition, he/she will have a fundamental belief in the mission of Head Start and the ability to articulate that mission with passion and conviction to decision makers, key stakeholders, and the Head Start community. Candidates should feel comfortable working in a visible nonpartisan organization with a diverse cultural, economic, and geographic base of membership.

Essential Functions

Government Relations, Advocacy and Collaboration (25-30% of job responsibilities*)

- Maintain a thorough knowledge of the policy issues and stakeholders surrounding Head Start and early childhood education programs. Monitor, analyze and inform policy issues which affect Head Start programs and members.
- Provide a credible and informed presence for FHSA in state and national issues.
- Build consensus and mobilize early child care and education groups around critical issues and opportunities.
- Develop and maintain effective partnerships with organizations and state agencies whose policies and funding affect the Head Start community such as, but not limited to: Head Start state, regional and national associations; Florida Department of Education; Office of Head Start (OHS), Administration for Children and Families (ACF), Department of Health and Human Services (HHS).
- Work with board on policy development and writing legislation as appropriate.

Revenue Generation (20-25% of job responsibilities*)

- Take an entrepreneurial approach to identifying and securing necessary financial resources from public and private sources.
- Develop relationships and collaborations with appropriate community and government funding agencies to build a strong awareness of early care and education needs among low income families and the agency's role in serving those needs.
- Provide strategy, oversight, and content to funding proposals and reports. Produce compelling, accurate and timely funding proposals and reports.
- Ensure fiduciary responsibility, sound financial management and financial accountability for all contributions, income and agency assets.

Member Services and Training (15-20% of job responsibilities*)

- In partnership with the Board, serve as a conduit for the membership with regulatory agencies.
- Monitor and support marketing and communications systems that promote the value and benefit of the Association.
- Regularly seek out favorable opportunities and benefits for members.
- Oversee and direct conferences and professional development programs that provide a wide range of entry level and advanced resources.
- Assess emerging technical assistance (TA) needs and collaborate with the Head Start Technical Assistance Network.
- Define the communication strategies and review the content for all collateral materials including the website and promotional materials.
- Enhance technology to support member communication and services.
- Gather and disseminate timely demographic information on Head Start in Florida.

Management Administration (15-20% of job responsibilities*)

- Manage programs and services consistent with the mission, values, and goals of the organization.
- Hire, build, and retain a strong staff team with a broad range of skills and diversity consistent with members served.
- Responsible for financial oversight, seeing that all funds are disbursed in accordance with contract requirements.
- Ensure compliance with personnel policies established by the Board of Directors and with all federal and state regulations.
- Ensure that there are current job descriptions and that regular performance evaluations are completed.
- Negotiate all agency contracts and grants.

Partnership with Membership and Board of Directors (10-15% of job responsibilities*)

- Support and serve as an active participant of Board and committee meetings.
- Report regularly to the Board of Directors regarding trends, association objectives, financial status of the organization and other issues relevant to the Board.
- Provide the membership and Board of Directors with adequate information to assist members in reaching decisions and in formulating necessary policies.
- Assist the Board of Directors in their roles and responsibilities by providing support, education, and leadership.
- Successfully involve the Board and membership in collaboration and revenue generation.
- Supervise the implementation of Board of Director's policies and strategic priorities.

* Provided as a guideline to the incoming Executive Director, given the organization's priorities for the first 12–18 months of the job

Education

- Bachelor's Degree in an applicable field. Master's degree preferred.

Experience

The ideal candidate will possess many of the following skills and experience:

- A minimum of 5 years' senior management experience in the non-profit or public sector organization of similar size and scope. Early care and education experience is beneficial, as is state or national association experience.
- Experience with mobilizing and shaping state and national policy, preferably from the perspective of early childhood education and/or low income children and families, as well as the ability to effectively represent FHSA and its programs and members among the varied stakeholders at both a state and national level.
- Ability to conceptualize, communicate and lead the entire organization to shared visions and new directions.
- Financial and/or business management experience with a budget of at least \$250K, including budgeting, oversight, compliance, and reporting abilities.
- Revenue generation experience with a proven track record in developing and maintaining relationships with vendors, government, and foundations, as well as familiarity with the grant application process.
- Demonstrated communication skills—including speaking, writing, meeting facilitation, and consensus building.
- Experience working with members, stakeholders, and political leadership from diverse cultural, economic, and educational backgrounds. Demonstrated experience working with boards.
- Tact, diplomacy, and an understanding of confidentiality.
- Ability to attract, develop and retain staff as well as maintain a high level of performance and to effectively utilize their talents.
- Ability to work occasional nights and weekends to support Board, membership, and community events.
- Automobile, insurance, and valid FL driver's license or adaptable means to travel sufficiently throughout the state to accomplish the goals of the Association.

How to Apply

If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

Diane Martin-Johnson

Gans, Gans & Associates

7445 Quail Meadow Road, Plant City, FL 33565

Phone: (813) 986-4441 ext. 7121

Fax: (813) 986-4775

E-mail: diane@gansgans.com

Should you have any questions in consideration of your own interest, or a referral of a colleague, please contact us at the number above.



Tallahassee, Florida

Tallahassee is the capital of the State of Florida and located in the Panhandle, 30 miles north of the Gulf of Mexico and 20 miles from the Georgia border.

Tallahassee is a relatively large city with a population of 189,907 people and 68 constituent neighborhoods, Tallahassee is the seventh largest community in Florida.

Tallahassee is home to the Florida State Capitol, Supreme Court of Florida, Florida Governor's Mansion, and nearly 30 state agency headquarters. The city is also known for its large number of law firms, lobbying organizations, trade associations and professional associations, including the Florida Bar and the Florida Chamber of Commerce. It is also a recognized regional center for scientific research, and home to the National High Magnetic Field Laboratory. In 2015, Tallahassee was awarded the All-American City Award by the National Civic League for the second time. Tallahassee is currently ranked as the 18th best college town in the nation by Best College Reviews.

Tallahassee is a decidedly white-collar city, with fully 90.34% of the workforce employed in white-collar jobs, well above the national average. Overall, Tallahassee is a city of professionals, sales and office workers and service providers. There are especially a lot of people living in Tallahassee who work in office and administrative support (15.30%), sales jobs (11.16%) and teaching (9.31%).

City Accolades

- 1988: Money Magazine's Southeast's three top medium size cities in which to live.
- 1992: Awarded Tree City USA by National Arbor Day Foundation
- 1999: Awarded All-America City Award by the National Civic League
- 2003: Awarded Tree Line USA by the National Arbor Day Foundation.
- 2006: Awarded "Best In America" Parks and Recreation by the National Recreation and Park Association.
- 2007: Recognized by Kiplinger's Personal Finance Magazine as one of the "Top Ten College Towns for Grownups" (ranking second, behind Chapel Hill, North Carolina)
- 2007: Ranked second in the "medium sized city" class on Epodunk's list of college towns.
- 2015: Awarded All-America City Award by the National Civic League

Neighborhoods

Tallahassee has many neighborhoods inside the city limits. Some of the most known and defined include All Saints, Apalachee Ridge, Betton Hills, Callen, Frenchtown (the oldest historically black neighborhood in the state), Killlearn Estates, Lafayette Park, Levy Park, Los Robles, Midtown, Holly Hills, Jake Gaither/University Park, Indian Head Acres, Myers Park, Smokey Hollow, SouthWood, Seminole Manor and Woodland Drives.

Education

Higher Education

Tallahassee is home to Florida State University, ranked the nation's thirty-eighth best public university by U.S. News & World Report. It is also home to the Florida A&M University, one of the country's largest historically black universities by total enrollment. Tallahassee Community College is a large community college which serves mainly as a feeder school to both Florida State and Florida A&M. Tallahassee qualifies as a significant college town.

Other colleges include

- Barry University School of Adult and Continuing Education – Tallahassee Campus
- Embry-Riddle Aeronautical University
- Flagler College – Tallahassee Campus
- ITT Technical Institute
- Keiser University – Tallahassee Campus
- Lewis M. Lively Area Vocational-Technical School
- Saint Leo University – Tallahassee Campus

Primary and Secondary

Leon County School District-Pre-Kindergarten through Grade 12 has 33,000 students in forty-eight school and program sites. These include preschool, elementary (PreK-5), middle school (6-8), high school (9-12) and special district wide program centers for specific populations of all ages and ability levels.

Places of Interest

- Maclay Gardens Reflection Pool
- The Tallahassee Automobile Museum
- Alfred B. Maclay Gardens State Park
- Carnegie Library at FAMU
- Challenger Learning Center
- College Town at Florida State University
- Doak Campbell Stadium
- Elinor Klapp-Phipps Park
- Florida Governor's Mansion
- Florida State Capitol
- Florida Supreme Court
- Foster Tanner Fine Arts Gallery at Florida A&M University
- Goodwood Museum and Gardens
- Innovation Park
- John G. Riley Center/Museum of African American History & Culture (Riley Museum)
- Knott House Museum
- Lake Ella
- Lake Jackson Mounds Archaeological State Park
- Lafayette Heritage Trail Park
- LeMoyne Center for the Visual Arts
- Mission San Luis de Apalachee
- Museum of Fine Arts at Florida State University
- Museum of Florida History
- National High Magnetic Field Laboratory
- North Florida Fairgrounds
- Railroad Square
- Southeastern Regional Black Archives Research Center and Museum
- Tallahassee Automobile Museum
- Tallahassee Museum
- James D. Westcott Building and Ruby Diamond Auditorium at Florida State University

Festivals and Events

- Cross-country riding competition at Red Hills Horse Trial
- Downtown Getdown (Florida State Seminoles Pep Rally)
- Experience Tallahassee Festival (Welcoming festival for FSU, TCC, and FAMU students)
- First Friday festivals at Railroad Square
- Greek Food Festival
- Oktoberfest [59]



Maclay Gardens Reflection Pool



The Tallahassee Automobile Museum

- Opening Nights Performing Arts at Florida State University
- Red Hills Horse Trials
- Southern Music Rising Festival
- Springtime Tallahassee
- Tallahassee Film Festival
- Tallahassee Marathon and Half Marathon
- Tallahassee Wine and Food Festival
- Tallahassee Senior Center's Lifelong Learning Extravaganza – L3X[60]
- Winter Festival
- Florida State University's HackFSU

Sports

- FSU's Doak Campbell Stadium
- The Tallahassee Community College Eagles compete in the Panhandle Conference in Men's and Women's basketball, baseball and softball.
- The Tallahassee Rugby Football Club are a Division III Rugby Club that competes in the Florida Rugby Union.
- The Tallahassee-Leon County Civic Center hosted the First and Second Rounds of the 1995 NCAA Men's Division I Basketball Tournament.



Doak S. Campbell Stadium