



## Executive Director Opportunity

### Overview

California is the largest community of Head Start, Early Head Start, Migrant and Tribal Head Start programs in the United States and is well respected for our early care and education program that addresses the specific developmental needs of economically disadvantaged children and their families. CHSA currently represents over 104,000 families and children from 150 grantee and delegate agencies driving legislative action, unifying voices, and offering quality professional development, services, and products. For the incoming Executive Director, the next several years will provide an exciting leadership opportunity as approximately \$110M in new stimulus funding has been earmarked to sustain and grow Head Start programs in California.

### Advocacy & Government Relations

As an active member of the national Head Start and early childhood education community, CHSA works in coalition with a number of organizations to bring voice to the needs of young children and families living in poverty. CHSA provides communication to member agencies and the field on changes that affect our interest in Sacramento and Washington as well as providing consistent monthly updates and policy papers to the community on public policy concerns. CHSA actively supports a number of California based advocacy efforts to expand access and increase the quality of services to our families.

### Professional Development

Increasing the capacity of our agencies and the staff who work to provide services is a fundamental objective of CHSA. We reach over 2,000 individuals through our annual Winter Conference (Parent & Education), Summer Health Institutes and Director & Manager Institutes. Each professional development event is a blend of unique federal and state information needed by programs to maintain high quality.

### Membership Services

Representing the interest of a broad and dynamic community, CHSA seeks to provide services of value to our shared members. Our grantee and delegate agencies are housed in a variety of program types including Public/Private Non-Profits 38%, School Systems 36%, Community Action Agencies 12%, Tribal Government 6%, and Government Agencies 7%. Our web site supports a number of key elements, up to date resources as well as a list serve feature to keep our members and the general public informed on issues related to Head Start. Our e-newsletter features updates from partners and association news.

### Operations & Governance

The Board of CHSA and its committees meet five times per year to provide oversight as well as program and policy discussions related to trends and emerging issues. CHSA is governed by an ethnically, geographically, and programmatically diverse member board of local Head Start directors, senior staff, parents and community partners. CHSA maintains a staff of 4 individuals based in Sacramento, downtown near the State Capitol. The Association has a budget of \$700K with revenues coming from primarily conference registration and member fees. Other sources of income include foundation grants, contracts and miscellaneous income.

### **About The Candidate We Seek**

The California Head Start Association (CHSA) 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 at-risk 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 Skills/Experience**

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

- Bachelor's Degree in appropriate field. Masters degree preferred
- A minimum of 5 years senior management experience in the nonprofit or public sector organization of similar size and scope, early care and education experience is beneficial
- Experience with mobilizing and shaping state and national policy, preferably from the perspective of early childhood education and/or low income children and families
- 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 \$500K, including budgeting, oversight, compliance, and reporting abilities
- The ability to effectively represent CHSA and its programs and members among the varied stakeholders at both a state and national level
- Demonstrated communication skills - including speaking, writing, meeting facilitation, and consensus building
- Fund-raising experience with a proven track record in developing and maintaining relationships with vendors, government and foundations
- Experience working with members, stakeholders and political leadership from diverse cultural, economic, and educational backgrounds
- 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
- Familiarity with computer applications, data base management and the Internet
- Automobile, insurance, and valid CA driver's license or adaptable means to travel sufficiently throughout the state to accomplish the goals of the Association.

**Deadline for Applications: June 15, 2009** or until the position is filled

**Start Date:** Summer/Fall 2009

**Compensation:** Depending on the candidate's experience, a competitive compensation package will be offered. Though candidates from beyond Northern California are welcome to apply, there are no funds available for relocation or housing assistance.

While the candidate does not have to reside in the Sacramento area, they do need to be available to work from the Sacramento office a minimum of 50% of the time. CHSA offers a flexible work schedule and time off to accommodate those obligations outside of the conventional work week.

**Confidential Application Process:** E-mail (Word document) cover letter detailing interest, qualifications, experience and compensation requirements, along with a current resume to [CHSAsearch@Leadershipintransition.org](mailto:CHSAsearch@Leadershipintransition.org) with "CHSA ED Search" in subject field. Resumes without a cover letter will not be considered. CHSA has retained Leadership in Transition, to assist in the recruitment of an Executive Director. Nominations and inquires are welcomed and should be directed to Margaret Donohoe at (408) 979-0572.

## CHSA Executive Director Job Responsibilities

### 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
- Provide a credible and informed presence for CHSA in State and national issues
- Monitor, analyze and inform policy issues which affect Head Start programs and members
- 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; California Department of Education; Office of Head Start; Head Start State Collaboration Office; Preschool California; Children Now; CAEYC; CCDA; First 5; etc

### Revenue Generation and Fund Raising (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
- Ensure fiduciary responsibility, sound financial management and financial accountability for all contributions, income and agency assets
- Produce compelling, accurate and timely funding proposals and reports

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

- In partnership with the Board, serve as a conduit for the membership with regulatory agencies
- Create 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
- Facilitate understanding of proposed regulations to the Association membership
- 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, monthly e-newsletter, and promotional materials
- Enhance technology to support member communication and services
- Gather and disseminate timely demographic information on Head Start in California

### 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
- Other duties as assigned

### 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 fundraising activities
- Supervise the implementation of Board of Director's policies and strategic priorities
- Support the leadership and work of the nine clusters

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