

KANSAS HEAD START ASSOCIATION
Executive Director
Position Description

Position Title: Executive Director

Direct Supervisor: President of Kansas Head Start Association Board of Directors

QUALIFICATIONS

Educational requirements are to include a Master's degree in education, early childhood education, child development, management or other related field.

Knowledge and experience includes the following: significant non-profit or public management expertise; human services, policy development and advocacy experience; skills in association management, regional or statewide organizations; significant experience in government and legislative process; knowledge of the Head Start program and Federal regulations; and knowledge of state and federal legislation relative to child development, Head Start and family support services.

Other personal skills and attributes will include: good interpersonal skills; ability to work cooperatively and effectively with Association members and related organizations; effective communication and writing skills; management, organizational, system skills and knowledge; fundraising/conference management; and ability to effectively plan, schedule, coordinate and conduct workshops, conferences and meetings.

MAJOR TASKS AND RESPONSIBILITIES

Responsibilities will include, but not be limited to, the following:

Serves as principal administrative officer of the Association. Responsible to the Board of Directors in effectively administering a well-planned and coordinated effort in accordance with the administrative requirements reflected in stated goals, by-laws and policies of KHSA.

Administers the initiatives conducted by the Association within the limits of Board policies, budgetary and legal requirements in such a manner as to exercise commensurate authority, except as specified, for the following:

1. ADMINISTRATIVE/FISCAL MANAGEMENT

1. Administers and coordinates all Association initiatives;
2. Ensures the development, implementation and monitoring of a strategic plan which sets priorities and annual goals for the Association.
3. Institutes proper and appropriate management and fiscal controls. Schedules annual audit.
4. Prepares annual progress report, annual budget, and various other types of financial, statistical and records as may be required, necessary or desired.
5. Explores and reports options that could involve new or alternative funding sources.

6. Organizes and develops KHSA initiatives, involving community leaders, representatives of partner organizations, and other groups and individuals.
7. Plans and coordinates Board and Affiliate Program Member meetings in collaboration with the KHSA President and others, as appropriate.

B. RELATIONSHIP WITH THE BOARD

8. Works closely with the Board in the development of sound organization policies.
9. Provides the Board with appropriate information to ensure the Board addresses matters requiring policy decisions, clarification and review.
10. Assists the Board in developing effective procedures used within the Association and for each Board meeting.
11. Participates in special studies, grant requests, projects or such other activities as may be considered beneficial by the Board.
12. Supports Board committees in carrying out their work plans.

C. RELATIONSHIP WITH STAFF AND CONTRACTORS

13. Responsible for hiring, supervising, evaluating and other personnel activities related to Association staff.
14. Directs, supervises, evaluates and coordinates contract services, making certain responsibilities, authorities and relationships are understood and accepted in accordance with Board-approved policies.

D. MEMBER RELATIONS

15. Maintains positive relationships with member programs.
16. Identifies program needs and develops responsive strategies.
17. Represents Kansas Head Start programs effectively at the state, regional and national levels.

E. PUBLIC RELATIONS AND ADVOCACY

18. Assumes leadership for increasing public awareness and understanding of KHSA, as well as issues involving Kansas children.
19. Prepares and distributes a regular newsletter; prepares releases to newspapers, radio, television and other news media.
20. Serves as the official spokesperson for the Association.
21. Supervises the preparation and distribution of materials regarding needs and issues, so that members, partners, policymakers and the public are well-informed.
22. Promotes and maintains effective working relationships with public officials, community and state agencies, and others involved directly or indirectly with the Head Start community.

AUTHORITY AND ACCOUNTABILITY

The KHSA Executive Director serves under the general direction of the Board of Directors. Through the policies established by the Board, the Executive Director has overall responsibility for the operation of the Association. The Executive Director is delegated full authority necessary for the effective performance of all assigned responsibilities subject to the restrictions of applicable local, state and federal laws, and the dictates of sound business judgment and ethical conduct. The Executive Director is fully accountable for his/her performance, which will be measured against the foregoing standards.

Revised 1/06