



JOB DESCRIPTION~OHSa Executive Director

Title: OHSa Executive Director (Office located in Salem, Oregon)

Salary: \$50,000-\$65,000 (depending on education and experience as well as benefits package -negotiable)

Benefits: Paid Holidays, Sick Leave, Annual Leave, as well as mileage and per diem at current government rate (Insurance and Retirement to be negotiated as part of salary package)

Terms of Employment: Permanent, Full-time, Exempt

Supervised By: OHSa President

Start Date: October 1, 2013

Purpose:

The Executive Director position for the Oregon Head Start Association (OHSa), a 501(c)(3) non-profit association supporting Head Start/Oregon Pre-Kindergarten programs including parents, staff, directors and friends in Oregon, implements the strategic directions of the Association. The Executive Director is responsible to the OHSa Executive Board through the OHSa President.

Essential Job Responsibilities

Ensure the smooth and efficient operation of the Oregon Head Start Association.

1. Organize and maintain all official OHSa information including, but not limited to, maintaining 501(c)(3) non-profit status, by-laws, policies, procedures, meeting minutes and financial reports.
2. Provide the OHSa President monthly and quarterly reports on the work and activities of OHSa.
3. Establish and maintain effective working relationships with the Executive Board and assure adequate flow of information in all directions so that each group is well-informed and well-heard.
4. Oversee the Strategic Planning process.
5. Maintain budgets and contracts and keep the Executive Board apprised of financial status through monthly budget reports to the President.
6. Ensure appropriate tax preparation.
7. Supervise OHSa support staff by giving direction, providing feedback and conducting annual evaluation.
8. Schedule and organize meetings of the Executive Board and committees of OHSa to include notification to membership, site negotiation and address all meeting arrangements.
9. In collaboration with, and at the request of, the OHSa President; develop agendas for State, Executive Board and OHSa Committee meetings.
10. Facilitate resolution of conflict.

Manage the advocacy, public relations and communication needs of OHSa.

1. Represent OHSa at legislative hearings and other committees at the state, regional and national level.

2. Written correspondence, issue papers, memos and grant application materials to generate revenue and disseminate general information and educational materials.
3. Formal presentations to community groups, Board of Directors, funding sources and staff as needed.
4. Serve as the media spokesperson for OHSA, as assigned by the PIC Committee.
5. Act as a conduit for input and information and promote innovation at all levels.
6. Communicate with Board members, staff, parents, community leaders and service providers to exchange information, promote the values of the agency and advocate for program participants.
7. Participate in conference calls and meetings with the National Head Start Association (NHSA) and share information with the Board President and Directors' Group.
8. Maintain and utilize the OHSA website.
9. Utilize various communication structures to include social media in an effort to promote OHSA and its strategic plan
10. Promote the Oregon Head Start Charitable Check-off grants program, including maintaining the charitable status.
11. Promote OHSA and National Head Start scholarships.

Design and develop all regular and special OHSA professional development events based on instruction from the OHSA Executive Board.

1. Ensure that all training event logistics such as contracts, space, audio-visual, trainers/speakers, materials, etc. are managed effectively.
2. Ensure the conference/training event registration information are available to the constituency at least 45 days prior to the event.
3. Ensure all training accommodations for providers are managed properly.
4. Develop evaluation tools for events, assure their utilization analyze responses and report the results to the Executive Board in a timely manner.

Manage the member service activities of the organization.

1. Establish OHSA as an organization that takes a leadership role in issues relating to children and families with a special emphasis on the importance of parent engagement.
2. Participate in local, regional and state meetings and conferences to increase the Head Start visibility across the state.
3. Facilitate networking between Head Start and local/regional child and family agencies and organizations.
4. Collect annual dues of OHSA membership.
5. Maintain current member listing with pertinent contact information.

Universal Standards

1. Comply with all personnel policies as outlined in the OHSA Manual.
2. Positive relationships are developed based on mutual trust and support.
3. Professional knowledge, skills and attitudes are enhanced by the utilization of opportunities and resources available.
4. Confidentiality will be maintained in accordance with policy and according to federal, state and local regulations.
5. Meet schedules and deadlines and perform routine tasks with minimal supervision.
6. Possess and maintain the necessary skill level in technology systems and the software required to perform individual job duties.

7. Demonstrate the knowledge of and the ability to effectively use various communication tools to include traditional means (phone, email, fax) and other means including the use of social media.
8. Demonstrate effective, respectful oral and written communication skills with staff, parents, children and community.

Other requirements

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" above the shoulder.
3. Wide range of mobility including walking, running, climbing (step stool or ladder), sitting, stooping, bending and carrying necessary materials to perform necessary duties.
4. Physically able to perform with a degree of dexterity such as clerical functions
5. Must possess valid driver's license and insured vehicle to be used for carrying out job responsibilities.

Minimum Qualifications

1. A minimum of five years in strong leadership and management skills, typically would include a combination of Bachelor's or Master's degree and professional experience (must include Head Start experience).
2. Thorough knowledge of program, financial and human resource management (including grant writing) in a non-profit or human services organization.
3. Working knowledge of state and local community needs and resources.
4. Working knowledge of a regulatory environment.
5. Excellent oral and written communication skills.
6. Intermediate to advanced computer skills to include knowledge of social media, website maintenance, Internet and email utilization.
7. Diplomacy and human relations skills required.
8. Valid Oregon Driver's License, proof of auto insurance, annual DMV check and access to reliable transportation.
9. Current enrollment in Child Care Division-Central Background Registry.

Oregon Head Start Association is an Equal Opportunity Employer

TO APPLY:

Submit cover letter outlining qualifications, resume and 3 letters of recommendation (preferably one from a Head Start program) by July 19, 2013 at 5:00 pm to:

Oregon Head Start Association

Attn: HIRING COMMITTEE

110 NE Fourth Street

Hermiston, OR 97838

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