

Youth In Need

Vice President of Head Start West

POSITION OVERVIEW

Youth In Need, a leading non-profit organization that serves children, youth, and families in St. Louis and the surrounding counties, is seeking a full time Vice President for our Head Start West division. This position reports directly to the Chief Program Officer and is based out of St. Charles, MO. The Vice President of Head Start West is responsible for managing the Youth In Need Head Start programs in St. Charles, Lincoln, Warren, and Montgomery counties in Missouri.

RESPONSIBILITIES

- Responsible for the management, administration, and oversight of all services, programs, and special initiatives of all early childhood programs.
- Maintain excellent relationships with federal Head Start representatives
- Identify new areas for funding through grants, expansion or additional funding opportunities through Head Start as well as other potential funders.
- Keep informed of all Head Start mandates and report to the Chief Program Officer, President and CEO, Board of Directors and the Head Start Policy Council.
- Oversee the financial management for the Head Start program. Assist with budget creation by closely monitoring the Head Start budget to ensure revenue and expenses are on track.
- Coordinate Head Start Policy Council activities including gaining approval on grants, policies and procedures, work plans, self assessment, and budget.
- Responsible for all staff in the Head Start program. Directly supervise the Senior and County Directors.
- Serve on various local and state task forces addressing the needs of low income families with young children.
- Collaborate with the Executive Management Team and Board of Directors to identify agency-wide long term, strategic goals, and ensure plans are in place for successful attainment.
- Identify Head Start mandates and set goals accordingly. Ensure all short and long term goals are plans are appropriate, attainable, and finalized within the specified time frame.

QUALIFICATIONS

- Candidates must have demonstrated successful experience in human services management, including personnel management, grants management, implementation of policy procedures, and managing within strict budget constraints
- Knowledge of Head Start mandates and performance standards, program administration, parent involvement techniques, budgets and finance. Grant writing is also required.
- Candidates must have knowledge of COA standards, HIPAA regulations, quality assurance mechanisms, and logistics of implementing a federally funded, mandated program.
- Exemplary oral and written communication skills are necessary to be successful in this position

- Candidates must have a minimum of a Bachelor's Degree (Master's preferred) in Social Work, Psychology, Education, Public Administration or a related field from an accredited college or university.

Youth In Need provides our full-time employees with an excellent benefits package, including 401K, vacation, sick time, paid holidays and floating holidays, tuition assistance, affordable vision plans and paid dental, life, and disability insurance; our current health insurance premium is \$40/month for full-time staff.

Youth In Need serves children, young people and families of many racial and ethnic backgrounds, abilities, sexual orientations, gender identities, and religious beliefs, and we seek a workforce that reflects that diversity. People of color are strongly encouraged to apply.

TO APPLY:

Please visit: <https://youthinneed.clearcompany.com/careers/jobs/7803da9c-a221-1495-573a-9b14fa361b87/apply?source=649749-CS-28547>