

The Region 7 Head Start Association is seeking bids for contract Executive Services. This contract requires dynamic leadership with a proven ability to manage multiple projects and to sustain and grow the financial stability of the Association.

Duties include but are not limited to on-going communication and collaboration with the Region 7 Head Start Federal Office, Region 7 Training and Technical Assistance System, the Head Start State Associations and Head Start State Collaboration Offices in Iowa, Kansas, Missouri, and Nebraska, Head Start grantees, contractors and vendors. The contractor will plan and carry-out region-wide professional development activities, advocacy and public relations efforts, and organize and facilitate Region 7 Head Start Association board meetings. Executive Services will include working with the Board of Directors to oversee accounting services and website maintenance.

Prior knowledge and experience with Head Start programming is a high priority. Candidates must have experience and expertise working with a variety of social media tools as well as a working knowledge of event management software and virtual meeting platforms. Candidates must possess strong project management skills. This is a contracted position with no benefits attached. The contractor must maintain an office space with equipment and resources necessary to carry out the functions of the contract. According to Region 7 By-Laws, the contractor should be located in the greater Kansas City area.

EXAMPLE OF DUTIES:

- Oversees day-to-day operations of all R7HSA work as guided by the R7HSA Board of Directors and Strategic Plan.
- Plans, executes R7HSA Board meetings and Board functions including orientation for incoming Board members and committees. Oversees the annual election process of Board seats as set by the R7HSA By-Laws.
- Works with R7HSA President and Board to coordinate strategic planning and set annual goals for the organization.
- Serves as a community spokesperson for R7HSA sharing the Head Start mission and advocating for children and families.
- Collaborates with Regional and National Head Start and Child Care entities as directed.
- Responsible for the coordination and implementation of R7HSA professional development events.
- Provides direction, guidance, orientation, training and support to assigned volunteers and project contractors as deemed necessary by the Board of Directors.
- Conducts regional training needs assessment and coordinates with Board of Directors and Head Start entities in the development and provision of training to address Head Start program staff needs, skills and knowledge. (Coordinated Training Think Tank)
- Participates in grant writing when applicable as related to the mission of R7HSA. Participates in the planning and development of all funding initiatives and monitors the annual budget as directed by the Board of Directors.
- Oversees the annual national and regional award process.
- Establishes partnerships with local community agencies to maximize resources and further the message of Head Start.
- Prepares monthly progress reports for the R7HSA President and Board of Directors.
- Monitors all activities within assigned areas on a regular basis to insure timeliness, accuracy, consistency, and quality of all activities.
- Attends training conferences, seminars, workshops, and service meetings as appropriate and directed by the Board of Directors.
- Maintains and archives R7HSA records and files as specified by the Board of Directors.
- Orders materials and supplies necessary for Association events and projects.

QUALIFICATIONS:

- BS or BA degree in Organizational Development, Early Childhood Education, Business or Education Administration, Marketing, Social Work, Sociology, or related field.
- A minimum of five (5) years of budget and program development experience.
- Knowledge of the principles of early childhood education; experience with or knowledge of issues pertaining to low-income and diverse populations. Head Start knowledge a plus.
- Strong interpersonal, written and oral communication skills. Ability to listen and act on directions without constant oversight.
- Ability to plan, organize, allocate and control multiple projects.
- Ability to enter into negotiation with venue providers as directed by the Board of Directors.

Linda Bleything, R7HSA President
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The Region VII Head Start Association promotes and supports the effectiveness of Head Start Associations and members to ensure quality services for children and families.



- Ability to maintain effective collaborative working relationships with program staff, parents, and community agency representatives
- Proficiency in Microsoft Office applications - Word, Excel, Outlook and PowerPoint

SELECTION PROCESS:

Applicants will be reviewed by a screening committee with final candidates selected to participate in a face to face panel interview and evaluation. Please submit copies of transcripts, degree(s) and any certification along with the cover letter and resume.

ADDITIONAL REQUIREMENTS:

The candidate must have a current valid motor vehicle license and proof of vehicle insurance and be bondable.

The candidate must show proof of Fingerprint Clearance/Child Abuse Index/Criminal Record Statement, and documentation of educational credentials.

APPLY: Applicants should send an electronic proposal for contract services, including Cover Letter, proposal and a current resume to Linda Bleything at: Email: linda@douglassonline.org on or before July 15th, 2016.

Compensation range: \$50,000 - \$60,000

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