

Date Posted: 2/26/13

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Executive Director

Employer/ Agency: Center for New Communities – Early Head Start

Job Description:

Summary: Center for New Communities is looking for an individual to fill the position of Executive Director, Early Head Start. This position will report to the President and requires the expertise of a qualified individual with strong leadership, and the professional skill set necessary successfully administer and manage the program. The EHS Executive Director (ED) should be a visionary and a strategic leader who can work effectively in a dynamic, growing, multicultural, and collaborative program dedicated to serving the needs of 224 low income children and their families in the Bexar and Gillespie County areas. Familiar with the multiple issues of child and family development, the ED serves as the chief spokesperson for Center for New Communities Early Head Start, representing the program. The ED is responsible for the local planning, implementation, evaluation, and achievement of the Federal *Head Start Performance Standards, Head Start Act 2007*, and to that end works in association with the President and Board of Directors to oversee the financial, organizational, programmatic, and human resources of Center for New Communities Early Head Start program. The ED serves as the connecting link between the Early Head Start governing bodies, staff, parents, community agencies, the faith community and the Administration for Children and Families (ACF).

Traits & Characteristics:

The ED needs to be an interdisciplinary and creative thinker who can be innovative as well as pragmatic, and who will provide overall leadership in the planning, design, implementation, and evaluation of all components of Center for New Communities, Early Head Start. Successful candidates will be able to engage and convene others in a process of exploration and dialogue. The ED will be a facilitator who will have the strength of character and conviction to work with a strong, engaged Board that is dedicated to the mission of C4NC.

Strong leadership and management skills are critical to insure that the ED will be effective and persuasive in presenting C4NC and its mission to its affiliates and various government agencies and the public. Communication skills, oral and written are essential traits to build relationships with families, staff and community partners. The ED will represent C4NC in the local, regional, and the national communities, promoting sound organizational and management innovations. The ED will be equally adept at developing relationships with groups, neighborhood associations and especially the faith community, as well as with leaders engaged in the national conversation of early childhood development.

Successful candidates will have strong planning, organizational, administrative, and financial management skills. The ED will be independent, comfortable in a hands-on role and willing to do the essential tasks required to meet the goals of C4NC.

Qualifications:

- B.A. required and M.A. or Ph.D. degree preferred and relevant credentials/certificates in education administration, public administration, early childhood development, education, special education, social work, developmental psychology, or other appropriate field;
- At least 5-8 years' experience in administering a comprehensive, community-based early childhood education and family development program;
- Familiarity with the budgetary, administrative, and organizational complexity of managing multiple grants;

- Prior senior management experience in Early Head Start or Head Start preferred;
- Excellent oral and written communication skills;
- Experience in developing and implementing program systems, training and technical assistance, grant development and writing;
- In-depth knowledge to oversee program, human resources, and fiscal management in a non-profit or human services organization;
- Proficient with IT and information management preferred;
- Excellent interpersonal skills and experience working with diverse populations both in the community and supervising a diverse staff;
- A qualified candidate must also understand the needs and appropriate interventions for “high risk” populations and have sensitivity to their needs;
- Working knowledge of regulatory environment;
- Working knowledge of local community needs and resources;
- Substantial problem solving in response to legislative action and political pressure;
- Ability to apply principles of leadership and management in daily practice;
- Ability to act quickly in emergency situations;
- Bilingual in English/Spanish preferred.

Hours: Full Time

Salary: Based on education and experience

Send your resume and cover letter to:

Attn: Nora Alicia Navarrete

E-mail Address: hr@nationalnonprofit.net

Application Method Preferred: Email

*** Early Head Start Program is an outstanding employment opportunity for committed individuals who share the program’s passion for high-quality services to low-income young children and their families. Center for New Communities is an Equal Opportunity Employer***

***If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity.
Thank you***