

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: **COMMUNITY DEVELOPMENT DIRECTOR**

Employer/ Agency: **Head Start of Greater Dallas, Inc.**

Job Description: Overall responsibility for the Marketing/PR, Fund Development and volunteer efforts for Head Start of Greater Dallas, Inc. (HSGD or agency) including but not limited to: (a) Responsible for the development and maintenance of agency brand, including coordination of activities & initiatives to increase agency brand awareness, consistency of brand messaging with respect to the agency printed materials, logo, website, annual report and acts as agency external communications leader etc. through the agency Marketing/PR consultant; (b) Responsible for the monitoring and coordination of research/grant writing initiatives through the agency grant writing consultant; (c) Responsible for the recruitment, screening, training, placement, recognition and evaluation of parent and corporate volunteers; (d) Possesses ability to utilize computer & appropriate software to manage Marketing/PR, Fund Development & Volunteer recruitment, screening, training, placement, recognition and evaluation

Qualifications: BA or BS in Marketing, Public Relations, Public Administration or other related degree. Must have at least five years of experience in personnel management/supervision and must have at least five years of experience in any combination in volunteer services administration or Marketing/PR or grant writing/philanthropy.

Hours: **Varies**

Attn: **Marcus Saldana**

Address: **3954 Gannon Lane**

City, State, Zip: **Dallas, TX 75237**

Telephone: **972-283-6400**

Application Method Preferred: https://dbapp.hsgd.org/hsgd_online/

Closing Date: **06/01/13**

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