

Job Duties/Description

IHSA Executive Director Qualifications

Bachelor degree related to position required. This may include, but is not limited to, early childhood education, non-profit management, human services, organizational leadership and management, or other related field. Previous Head Start and/or early childhood education experience is preferred, but not required. Interest in state system work and advocacy preferred. Work location will be provided by the Contractor, at own expense. Contractor is responsible for providing own transportation to carry out responsibilities, including attending in-person meetings and/or training sessions.

Executive Director Job Summary

Iowa Head Start Association (IHSA) Executive Director will be responsible to lead the organization in conjunction with or in the direction of the IHSA Board of Directors. The position represents a statewide leadership role while providing oversight and management of the day to day operations of the Association. This position is responsible for overseeing all aspects of the organization, representing IHSA to State, Regional, and Federal agencies while supporting and facilitating the vision and goals set forth under the direction of the IHSA Board of Directors. The position provides leadership to the Iowa Head Start community while supporting the mission of IHSA.

Administrative and Fiscal Management

- A. Assist in developing and implementing IHSA's Strategic Plan and budget
- B. Coordinate with the fiscal agent in collecting IHSA dues and creating a report summary
- C. Work with contracted fiscal agent on regular transmittals to ensure budget is on track
- D. Seek donations and acknowledge donors
- E. Maintain IHSA website
- F. Support and communicate with contracted individual that provide service to IHSA

Relationship with Board of Directors

- A. Work cooperatively with the Board of Directors to create agendas and reports for meetings
- B. Develop and implement a strategic plan with the Board of Directors that meets IHSA goals and objectives
- C. Support on-going communication of compliance of bi-laws and continuity of board membership
- D. Attend and participate in IHSA Board of Directors' meetings
- E. Assist and support IHSA Board of Directors and its committees for planning meetings and trainings
- F. Ensure IHSA is in compliance with all applicable laws and regulations

Relationship with Association Membership

- A. Supports and promotes annual membership campaign
- B. Provide regular communication with membership, including Email and other appropriate social media outlets
- C. Provide applicable agency messages, training announcements, and pertinent information in a timely manner
- D. Work with membership to include their ideas, input, and talents to develop future initiatives and complete projects
- E. Share strategic plan updates and progress
- F. Coordinate, schedule, and evaluate training implemented by IHSA for its members
- G. Manage current projects and initiatives and professional development opportunities

Relationship with Local, State, and Federal Partners

- A. Communicate and collaborate with National Head Start Association, Region VII Head Start, and local community partners to enhance and support IHSA mission and vision
- B. Work closely with State partners, including, but not limited to Iowa State Head Start Collaboration Office, Training and Technical Assistance providers, Early Childhood Iowa

- C. Support representation on committees and councils with other community leaders, etc., which are pertinent to overall coordination and operations of IHSA and its membership
- D. Develop positive relationship with key stakeholders, including local, regional, and national partners

Public Relations

- A. Provide leadership for increasing public awareness around Head Start and the role of IHSA
- B. Develop and implement strategies aiming to promote the IHSA mission and vision
- C. Act as the public speaker and public relations representative of IHSA in ways that strengthen its profile
- D. Develop positive relationship with key stakeholders at all levels
- E. Have the ability to speak with and make presentations to State and Federal legislators