##### IHSA MISSION STATEMENT

###### *The mission of the Indiana Head Start Association is to provide a unified voice that represents all paid members and agencies. IHSA meets the needs of its members by providing advocacy, training, and leadership development, and by promoting collaboration and communication. IHSA is committed to fostering professionalism within the organization and accountability to members. IHSA promotes proactive leadership and respect for diversity.*

**POSITION SUMMARY:**

The Executive Director (ED) serves, as the chief executive of the IHSA and, in partnership with the Board of Directors, is responsible for the success of the association. The ED is a practical visionary, dedicated to the mission and values of the IHSA. The ED envisions, communicates and implements work plans that engage board members, parents, and partners to promote opportunities and address challenges faced by Head Start and Early Head Start programs and families. The ED leads, convenes, and actively collaborates with a range of public, private, and philanthropic stakeholders, as well as Head Start and early education experts and advocates to advance the goals of the IHSA. The ED manages the day-to-day operations of the association (including member services, trainings, conferences and strategic planning), directs fundraising efforts, manages the association’s annual budget, oversees policy and advocacy work, directs internal and external communications, and manages staff and outside consultants.

**ESSENTIAL FUNCTIONS:**

The primary duties and responsibilities of the ED include:

**Leadership** - The ED inspires and leads IHSA staff, board and members to achieve their shared vision. The ED leads efforts to build a strong base of support for the mission of the IHSA by educating and engaging policy makers, funders, advocates and other stakeholders with the power to amplify the voice of families.

* Provides strategic guidance to the board on how to most effectively advance the association’s mission and achieve its goals;
* Identifies and pursues funding, program and/or partnership opportunities that benefit the association and its members;
* Advises the board on overcoming challenges or potential challenges facing the association and/or IHSA programs;
* Ensure the smooth, high level functioning and efficient operation of the IHSA office;
* Provide the Executive Board with monthly and quarterly reports on the work and activities of the Association; Develop annual budget in concert with the Executive Board, and provide budget details for their input and counsel;
* Ensure the maintenance of IHSA By-Laws records as they are created and revised. Revise and distribute updated copies as necessary;
* Maintain necessary IHSA election records and procedures. Inform and educate IHSA Board on the processes, educate IHSA membership on the processes and be available to assist at IHSA elections, Track Board member terms and attendance;
* Function as a member of the IHSA Executive management team, providing input, guidance, support, leadership, vision, and commitment as necessary;
* Ensure appropriate and updated technology for use in IHSA operations.

**Professional Development (Training/Conference Events)** – The ED ensure the development of a statewide Training Needs Assessment (TNA) based on current federal, state and local needs, working with the federal TA provider and the State Collaboration Office in the process. The Association annual training plan will be established from this TNA and other training requests received from constituents each year;

* Ensure the design and development of all regular and special IHSA training events, using TNA and other data to aide in the development;
* Attend all training meetings of the Association and be prepared to serve as a backup trainer should the need arise;
* Research needs on an ongoing basis, and design, develop and facilitate special training events in areas of specialty (component specific training needs, management, leadership, technology, etc.);
* Whenever possible attach Credit Hours for trainings offered and pursue whenever possible additional endorsement/credit/certification for training events;
* Explore ways IHSA can collaborate and partner with other early childhood providers for joint training events, and/or to become a provider of training for other early childhood providers;
* Continue an ongoing partnership with the Head Start Training and Technical Assistance network so as to maximize training opportunities for IHSA;
* Other duties regarding Professional Development (training) that might be necessary and appropriate.

**Financial/Budget and** **Grants Management -** The ED manages an annual operating budget, oversees the collection of membership dues, and working with the Board Treasurer to prudently manages the association’s resources to achieve IHSA priorities. The ED is responsible for identifying and pursuing funding opportunities and securing the financial resources needed to support the IHSA and its agenda.

* Develop funding proposals as opportunities arise.
* Seek funding from sources, including Regional Office, State Collaboration Office, the Head Start community and others, in any legitimate and creative way in which IHSA can collaborate.
* Also, whenever possible, seek additional funding for special training events to meet needs identified by membership;
* Act as Grants Manager for all proposals funded and work collaboratively with the project officers on any grants received, and ensure routine and appropriate grant fiscal management and reporting.
* Ensure routine and appropriate grant program status reporting;
* Other duties regarding grants management that might be necessary and appropriate

**Advocacy/Outreach –** The ED assumes a leadership role in public policy issues relating to IHSA and issues that impact families and their children. The ED intentionally engages board members, affiliates and IHSA parents in developing, implementing and refining the association’s policy positions and legislative agenda, including work on the federal budget and annual appropriation. The ED keeps board and association members informed on legislative issues that impact IHSA programs and families.

* The ED identifies strategic opportunities and collaborations. S/he cultivates new partnerships with public and private funders, policy makers, think-tanks and coalitions while maintaining and deepening relationships with the longtime partners, including the National Indian Head Start Directors Association, the National Head Start Association, and the Hispanic Education Coalition.
* Provide regular updates to the IHSA membership on state and federal matters affecting Head Start, via email and/or mailed news releases.
* Act as liaison, as IHSA business requires to at least the following groups:
  + ACYF and Head Start Bureau - Washington, DC; ACF Region V; Indiana Office of the Governor Indiana Legislature; Indiana Office of Early Childhood and out of School Learning (OECOSL); Indiana Department of Education; Indiana Department of Human Services; Indiana Department of Health; Indiana Child Care Resource and Referral Agencies; Indiana Training and Technical Assistance consultant; the Indiana Early Learning Advisory Council (ELAC); The Region V T/TA network, and specifically the Indiana T/TA network; The Indiana Association for the Education of Young Children; National Head Start Association; Regional Head Start Associations; the network of State Head Start Associations; State Head Start Collaboration Projects; Children’s Defense Fund; and any other local, state or federal programs whose work impacts that of Head Start.
* Where possible, with integrity and a high level of ethics, in the foregoing liaisons, develop mutually supportive relationships and foster activities where IHSA can benefit contractually;
* When necessary, make routine trips to Washington DC and Indianapolis for the express purpose of meeting with and influencing legislators and policy makers on behalf of Head Start, Head Start legislation and policies which impact Head Start;
* When access is available, work with lobbyists from the larger network of ECE agencies on behalf of Head Start;
* Maintain an up to date complete roster of State legislators and federal Congressional delegates by district and county, for distribution to local programs.

Maintain an ongoing relationship with staff in the offices of the Indiana Congressional Delegation and where appropriate the state legislature.

**Communication** – The ED maintains regular communications with Health and Human Services (HHS) staff, including those within the Administration for Children and Families (ACF), the Office of Head Start and the contractor overseeing Region V Head Start technical assistance. As necessary, the ED also establishes relationships with other federal and state agencies that impact IHSA programs, early education programs, and/or families.

* Acts as the lead spokesperson for the IHSA and represents the association to print and electronic media. S/he is responsible for making sure that the IHSA and its mission, values, programs and services are consistently and accurately presented in the media;
* Create and disseminate a quarterly newsletter;
* Maintaining the IHSA website and other social media outlets.

**Membership/Governance** – The ED ensures that the association provides high quality and responsive services to its members and fulfills its annual obligations to its members.

* In partnership with the Board presidentand the other officers, leads, enables and supports the Board of Directors in its governance responsibilities.

**Travel** - Attend routine and special meetings as necessary to fulfill the obligations of the position and to represent IHSAfollowing the approved IHSA Travel Policy.

* Mandatory meetings include at least the following:
* State/Head Start Collaboration Project meetings; State President meetings (with the IHSA
* President);
* NHSA and Regional HSA meetings; Special request meetings by other states having to do with
* Head Start or HSA business;
* State and/or Regional T/TA provider meetings where feasible;
* ECE related meetings/conferences;
* Professional Development related meetings/conferences;
* Any other appropriate meetings/conferences where Head Start and/or Early Head Start/IHSA interests might be served.

**NON-ESSENTIAL FUNCTIONS:**

The secondary duties and responsibilities of the ED include:

* Ensure the maintenance of all necessary office supplies, records, lists, documents etc.;
* Ensure the smooth and efficient operation of the IHSA office;
* Organize and present an annual Board Orientation;
* Develop and maintain a roster of Board Member and Committee Assignments;
* Maintain a roster of all IHSA grantees and their annual funding to determine association dues;
* Develop and maintain a roster of all Indiana On My Way Pre-K by county;
* Develop and maintain a roster and email listserv of all Indiana Head Start grantee offices, grantee Directors, grantee Education, Family Service and health Service leads;
* Ensure the maintenance of an ongoing inventory of IHSA equipment and resources;
* Must have a valid driver’s license and have access to and use of a reliable automobile;
* Other duties as may be applicable and appropriate to the position

**Qualifications** – Candidates must have significant experience in one or more of the following areas – Head Start, early childhood development and family systems, advocacy or public policy.

* Candidates must have at least five years of experience as an ED or in a senior leadership position in an organization or association, including experience working with a non- profit board.
* Candidates must have demonstrated decisive management abilities, have exceptional oral and written communication skills, be well organized, and possess strong business ethics and a commitment to the mission and values of the IHSA.
* Must have a high degree of culture competence.
* A bachelor’s degree is required, Master’s degree in related in field of study is preferred.
* Must be available to travel 30% of the time (including visiting grantee programs to speak to all staff about the benefits of membership) and willing to work weekends and evenings as needed.

**Skills** - The individual assigned to this position must be able to develop and write fundable proposals as well as have the ability to develop and design and deliver the wide range of training workshops and activities necessary for IHSA business.

* Establish and maintain a broad network of Head Start partners who work together in a positive and mutually supportive manner;
* Interact positively, openly and honestly with all IHSA partners;
* Capable of representing the Association with a high level of intelligence, professionalism, openness, fairness and integrity;
* Demonstrate flexibility and act based on awareness of the needs of IHSA;
* Exhibit a visionary and risk- taking attitude as the work and future of IHSA evolves;
* Must be willing to continue to work on her/his own professional development in areas pertinent to the business of IHSA, and be a lifelong learner.

**Professional Experience/Personal Attributes** – A successful candidate must be committed to the IHSA’s mission and values and able to demonstrate this commitment through his/her previous experience. The ED will bring the following professional experiences and personal attributes to the position:

* Demonstrated ability to lead collaboratively and includes diverse viewpoints throughout decision- making processes.
* Solid knowledge of Head Start and early childhood education programs and policy.
* Demonstrated fundraising experience, ability to identify and access funding opportunities.
* Proven ability to cultivate and maintain productive relationships with key constituencies including the board, leaders in Head Start and early education, and key federal stakeholders.
* Successful experience in building and leading teams and in managing project teams with a collaborative leadership style.
* A record of accomplishment of working with an active board to advance the goals of an organization.

**Accountability** – The ED is accountable to the IHSA Executive Committee for the completion of their duties and assignments as detailed in this position description, as well as to the high standards of integrity and ethical behavior that would be expected for the successful completion of all IHSA activities.