



Head Start California (HSC) **Executive Director**

Job Description
February 2023

Overview

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Head Start California's (HSC) staff, operations, programs, and execution of its mission and strategic goals. The ED will develop deep knowledge of the Head Start field and the needs of its members and member agencies, and align HSC's programs, operations, and activities to strengthen the value of the association to its members.

Governance

The Executive Director (ED) is hired by and reports to the Board of Directors. The ED is responsible for:

- Working with board president to prepare board meeting agenda and materials and actively participating in board and committee meetings.
- Proposing the development of policies for board approval.
- Advising the board in a timely manner on matters affecting HS at the state, regional, and national levels.
- Implementing the board's strategic plan.
- Reporting to the board on progress towards goals and HSC's financial performance.
- Responding to board member inquiries.
- Providing staff support to board committees.
- Supporting the leadership work of the Cluster (regional) representatives.

Advocacy / Public Policy

Advocacy is a central component of HSC's mission. The ED will be responsible for:

- In collaboration with the Board of Directors, planning and carrying out local, state, and federal advocacy efforts.
- Staying informed of policy issues that will affect HSC and providing expertise and updates to stakeholders as appropriate.
- Serving as HSC's representative on policy/advocacy peer groups and coalitions including at the local, state, and federal levels.
- Establishing relationships with legislators and staff at the state and federal level.

Financial stewardship

The ED supports the board's fiduciary role, ensuring HSC's fiscal resources support operations. The ED is responsible for:

- Developing and proposing the annual budget to meet HSC annual goals and goals identified in the strategic plan.
- Implementing the board-approved budget ensuring that all funds are disbursed in accordance with HSC financial policies and procedures.

- Providing the board and finance committee with timely and thorough financial reports.
- Developing and refining fiscal policies and procedures for board approval.
- Cultivating new revenue-generating programs and partnerships.

Fundraising

Alternative revenue sustains and grows the mission. The ED is responsible for:

- Soliciting gifts for annual operations, major gifts for special initiatives, and planned giving.
- Identifying new prospects aligned with the mission and conducting donor research through research and connections.
- Drafting and editing persuasive letters of intent, sponsorship proposals, and other materials for individual, corporate, and foundation prospects in collaboration with the Board of Directors. Monitoring donor deadlines and ensuring timely submissions for proposals and reporting.
- Establishing long-term partnerships and strengthening existing relationships with donors, including in-person cultivation through meetings and events.
- Staying up to date on developing trends and best practices in individual philanthropy, foundation giving, and corporate social responsibility, incorporate new ideas and procedures as appropriate to improve HSC's ability to creatively secure funding.
- Advising the board on prospective donor interests, giving history, and requirements with the intent to determine viable initiatives for funding opportunities.

Operational Effectiveness / Organizational Leadership

The ED leads staff and effectively manages HSC operations, including:

- Implementing HSC policies and advancing strategic priorities.
- Recruiting, hiring, leading, and building the capacity of HSC staff.
- Supervising HSC's member services, programs, and events.
- Overseeing HSC's communications and marketing activities, including approving all external communications.
- Adapting HSC's technology solutions to maximize efficiency, efficacy, and automation.
- Collecting and organizing data to monitor organizational performance.

Communication and Public Affairs

The ED serves as the primary spokesperson for the association, including:

- Establishing relationships with members, corporate partners, the media, the business community, and other nonprofit agencies.
- Building collaborative relationships with:
 - National Office of Head Start and their Training and Technical Assistance (T&TA) network.
 - California Departments of Education (CDE), Public Health (CDPH), and Social Services (DSS), including working closely with the California Head Start State Collaboration Office (CHSSCO).
 - First 5 California
- Responding to all requests from the media.

Classification: Full Time, Exempt

Travel: HSC is statewide representative association of Head Start programs in California. Travel will be required.

Reports to: Board of Directors

Supervises: Staff of four professionals