



## JOB DESCRIPTION



### **POSITION SUMMARY**

Reporting to the Board Chair, and under the main direction of the MHSA Board of Directors, the Executive Director effectively represents the Association to State, Regional, and Federal agencies and programs, and develops, supports, facilitates and achieves the vision and goals of the Association. Through the policies established by the Board and in adherence to the Association's bylaws, the Executive Director has overall responsibility for the operation of the Association. The Executive Director is delegated full authority necessary for the effective performance of all assigned responsibilities subject to the restrictions of applicable local, state, and federal laws, and the dictates of sound business judgment and ethical conduct.

### **ESSENTIAL QUALIFICATIONS**

- Demonstrated leadership skills
- Experience in the successful management of a program or agency serving children and families preferred
- Knowledgeable about the mission and regulations of Head Start and the MA Department of Early Education and Care (EEC), including Policies and Procedures
- Experience with government funding systems and political bodies, with local and National Advocacy experience preferred
- Excellent verbal and written communication skills, computer proficiency
- Excellent analytical skills and professional judgment
- Demonstrated organizational skills and ability to manage and prioritize multiple projects and tasks
- Event-planning skills
- Proactive, self-directed, and able to work both independently and in collaboration with others
- Experience working with diverse constituency, parents as well as professional staff



- Experience with grant writing and fundraising
- Bachelor's Degree in Social Work, Early Childhood Education, Public Policy, Psychology, Political Science, or related field, with additional training or education preferred

## **MAJOR TASKS AND RESPONSIBILITIES**

*This list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the Association.*

- A.** Serves as principal administrative officer of the Association. Responsible to the Board of Directors in effectively administering a well-planned and coordinated effort in accordance with the administrative requirements reflected in stated goals, by-laws, plans and policies of MHSA
- B.** Administers the initiatives conducted by the Association within the limits of Board policies, budgetary, and legal requirements in such a manner as to exercise commensurate authority, except as specified

### **C. ADMINISTRATIVE/FISCAL MANAGEMENT**

1. Administers and coordinates all Association initiatives
2. Works closely with Fiscal Agent to ensure proper and appropriate management and fiscal controls
3. Assists Fiscal Agent in preparation of annual progress report, annual budget, and various other types of financial and statistical records as may be required, necessary or desired
4. Plans and coordinates Membership and Board meetings and events, in collaboration with the MHSA Chair and others as appropriate
5. Annually plans and manages professional conferences hosted by the MHSA
6. Acts as the main point of contact with MHSA Attorney, Lobbyist, contractors, and members

### **D. RELATIONSHIP WITH THE BOARD**

1. Works closely with the Board in development of sound organization policies and strategic planning
2. Provides the Board with appropriate information to ensure the Board addresses matters requiring policy decisions and clarifications as well as timely review of policies
3. Assists the Board in developing effective procedures used within the Association
4. Assembles and distributes information needed for each Board meeting; ensures accurate Minutes are taken at each meeting
5. Assists the Board with onboarding and integrating new board members

### **E. RELATIONSHIP WITH ASSOCIATION - MEMBERSHIP**

1. Maintains an effective and timely communication system with the membership
2. Schedules and facilitates monthly membership meetings
3. Assists Association membership by providing requested information to support their functions and activities
4. Participates in committee meetings or special projects when required or requested
5. Supports the Association in planned initiatives that promote Head Start Awareness and the needs of low-income children and families



6. Maintains a full membership database updated annually and containing record of payments, current Director, and program contact information and mailings

**F. RELATIONSHIPS WITH STATE, FEDERAL, AND COMMUNITY PARTNERS**

1. Develop and sustain mission-driven and collaborative relationships with key partners, including:
  - Department of Early Education and Care (EEC); Office of the Commissioner
  - Head Start State Collaboration Office (HSSCO) and Advisory Group
  - Office of Head Start, Regional Office
  - Office of Head Start (OHS) regional Training and Technical Assistance System (T & TA)
  - New England Head Start Association (NEHSA) and National Head Start Association (NHSA)
2. Serve as the liaison for the MHSA to various state, regional, federal agencies and groups

**G. PUBLIC RELATIONS**

1. Assumes leadership for increasing public awareness and understanding of the critical role of Massachusetts Head Start Programs and the role of the Association
2. Ensures website is updated in a timely fashion and in accordance with the Association's mission
3. Assists with the construction and production of information marketing the benefits of membership, conferences, scholarships, etc.