



Job Posting

Executive Director

The New England Head Start Association is looking for a dynamic leader to carry out its mission to unite and support New England Head Start programs as leaders in early education. The Executive Director serves as the chief executive officer for the New England Head Start Association and is accountable to the Board of Directors for carrying out overall policy and program direction. The Executive Director is expected to perform independently, with initiative and with minimal supervision. The priorities and objectives established by the Executive Director must be in accordance with the Association's mission and priorities.

Essential Requirements

Bachelor's Degree in a related field, with knowledge of Head Start and/or Early Head Start programs and services. A demonstrated ability to work with a diverse group of people with a team approach. Must possess excellent written and verbal communication skills with people of a variety of social and economic backgrounds.

Essential experience in developing and monitoring budgets, grant writing/fundraising, and organizing or managing professional development opportunities or events.

The ideal candidate will have knowledge of regional and national initiatives effecting Head Start, children and families who are at-risk, and possess the passion and ability to advocate for their causes. Ability to conduct the strategic planning process, large scale conferences, and oversee staff/consultants is also critical.

The position involves a flexible schedule with mandatory travel locally and out of state—including some overnight. This is a remote position that requires the ability to work from home with applicable technology, including website, email, Quickbooks, event tracking software, and social media outlets.

Salary is dependent on education and experience
\$58,000-\$62,000 annually
30 hours/average per week
52 weeks per year
with accrued paid time off (PTO)

Please submit cover letter with resume by
July 12, 2019 to
Karen M. Ennis, Board Chair
New England Head Start Association
c/o Triumph, Inc.
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Taunton, MA 02780
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