

## **SUMMARY OF POSITION**

Coordinate and oversee administration of the UW Oshkosh Head Start Program, through a collegial relationship with Department Directors (Admin team), Board of Advisors (BOA), and Policy Council to establish policies and programs. Ensure compliance with applicable University of Wisconsin regulations, State of Wisconsin group child care licensing regulations, and federal program performance standards for Head Start programs through a process of shared governance and decision making with all partners.

In the process of performing the essential tasks described below, the Executive Director is expected to conform to program ethics and values; to model and lead colleagues in implementing the management manifesto; and to assist all staff in working to meet the program mission.

## **ESSENTIAL DUTIES**

### **Fiscal Monitoring and Fund Development**

Prepare and monitor the annual budget in consultation with department directors to allocate funds, control costs, and maintain operations at levels consistent with program needs. Work closely with UW Oshkosh grants accounting office to ensure appropriate recording and reporting, including regular monitoring meetings throughout the program year.

Develop and submit all annual funding proposals to appropriate sources. Seek additional program funding where needed for program development and enhancement. Develop additional funding sources as needed to maintain and improve program quality.

Organize and direct all resource development activities, including fund raising, public relations, and fact finding or research activities. Negotiate with community partners to plan and implement collaborative fund-raising efforts.

### **Marketing and Public Relations**

Interpret agency purpose and program to the community. Establish and maintain relationships with community businesses and organizations toward meeting community needs, particularly the needs of people living in poverty. Participate in community activities to develop opportunities to ascertain needs, serve clients, and promote agency goals. Present information to community and civic groups to enlist their support.

Interpret the program and its policies to Head Start personnel, consumers, individuals, community groups, businesses and governmental agencies. Prepare and release reports, studies, and publications to promote public understanding of and support for Head Start programs.

## **Communications and Planning**

Confer, consult and communicate with staff to keep them informed of current community and program developments. Attend meetings, visit centers, participate in parent or community activities as schedule allows.

Represent UW Oshkosh Head Start in local, state, regional and national meetings as necessary to ensure open communications and networking with the appropriate groups.

Work in cooperation with regulatory bodies, the University of Wisconsin Oshkosh system, the Board of Advisors and the Policy council to ensure effective program administration, specifically the Dean of the College of Education and Administrative Services. Recommend new policy and procedures to Board of Advisors and Policy Council. Advise Policy Council and Board of Advisors of potential problems and recommend alternative methods of providing service.

Lead the annual program self assessment, summarize, analyze and report results to shared governance partners. Lead the triennial community assessment and annual updates to ensure the agency makes program modifications as needed to address community needs, avoid duplication of efforts and recommend curtailment, extension, modification, or initiation of services. Collaborate with community agencies and foundations to plan and provide services designed to assist people in poverty based on community assessments and analysis.

## **Supervisory Responsibilities**

Lead department directors and managers who supervise a total of 140 employees in Early Childhood Development and Health Services; Family and community Partnerships; Program Operations; and Administrative Support Services.

Provide supervisory leadership, consultation and performance appraisals for the three department directors and the Assistant to the Director.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The following are required:

- BS degree in relevant field
- Education and/or extensive experience in program direction
- Experience in human services program leadership, overseeing program planning, operations, evaluation, assessment and the use of management information systems
- An understanding of the Head Start philosophy and the ability to implement its principle of shared authority and decision-making
- Experience in human resource development and leadership

- Experience in budget development and administration
- Proven skill and experience in fund development
- Proven leadership ability
- Strong interpersonal and communication skills to work with a variety of constituencies
- Ability to communicate effectively both orally and in writing, receive and provide feedback; lead meetings, facilitate communications between individuals and groups
- Computer literacy and experience with Microsoft Office software; ability to learn Office of Head Start and University of Wisconsin Oshkosh computer systems.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Wisconsin driver's license
- Maintain current credential/license

## **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general program periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, consumers, and the general public

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Functions are performed in a private office with necessary resources provided.