



POSITION ANNOUNCEMENT

Head Start California
Executive Director
Sacramento, California



If you are a leader who cares about California's most vulnerable children and families and wants to make a BIG difference, read on.

Head Start California is looking for a mission-driven leader who is motivated to make a difference in the world. This is a wonderful opportunity for a professional who wants to scale her/his experience to have broad, sustainable impact. The position has training opportunities and collaborative relationships with other like-minded leaders and organizations. This opportunity marries the national reputation of a proven poverty-fighting program with the nimbleness of a small- to medium-size nonprofit organization.



ABOUT HEAD START CALIFORNIA

Our Vision

We envision a future where Head Start is recognized as the gold standard in child development and the provider of choice for California's most vulnerable children and families.

Our Mission

We empower Head Start programs to reach their full potential through advocacy, professional development, networking, and collaboration.

Our Values

Everyone is welcome. Do the right thing. Creativity reigns. Better together.

Our Plan

In 2022, the Board of Directors created and adopted a [new strategic plan](https://bit.ly/HSCstrategic) (bit.ly/HSCstrategic) that identifies five strategic goals and five strategic anchors to position Head Start California for sustained impact.



Head Start California (HSC) is a 501(c)3 non-profit, member association that represents nearly 150 Head Start agencies, which operate over 1,800 sites, serving over 100,000 children and families.

- HSC has an outstanding team of four dedicated professionals.
- HSC is governed by an engaged Board of Directors.
- HSC has an annual budget of approximately \$1M and a healthy financial reserve.
- HSC's office is located in Sacramento.

ABOUT THE EXECUTIVE DIRECTOR POSITION

Reporting to the Board of Directors, the ED will have overall strategic and operational responsibility for Head Start California's (HSC) mission. Responsibilities include:

- **Governance** – The ED works closely with the board in advisory and support roles. S/He is expected to attend all board meetings and most committee meetings. The ED is responsible for achieving the goals identified in the board-approved strategic plan.
- **Organizational Leadership** - The ED is the public face and the primary spokesperson of HSC. The ED is expected to establish and maintain collaborative relationships with related Head Start organizations and other organizations who can help HSC advance its mission. The ED is expected to lead communications and marketing activities that inform and engage members. The ED leads staff and supervises member services, programs, and events. S/He ensures data is collected and managed to support member organizations and inform ongoing excellence and growth of Head Start programs throughout California.
- **Advocacy / Public Policy** - Advocacy is a central component of HSC's mission and a primary responsibility of the position. The ED will be the primary spokesperson for policy positions and goals at the state and federal level. The ED will plan and carry out local, state, and federal advocacy efforts, providing expertise and updates to stakeholders as appropriate. The ED will represent HSC on policy/advocacy peer groups and will establish relationships with legislators and staff at the state and federal level.
- **Financial stewardship** - The ED ensures HSC's fiscal resources support operations and sustainability. The ED develops, proposes, and manages the annual budget. The ED will identify and cultivate new revenue-generating programs and partnerships.
- **Fundraising** - The ED will be responsible for identifying and securing grants and philanthropic support. The ED will be expected to establish direct relationships with donors and funding organizations who share HSC's interests and have the financial capacity to sustain and grow HSC's mission.

[Click here for a more detailed Job Description](#)

PROFESSIONAL EXPERIENCE OF AN IDEAL CANDIDATE

There is no singular career path to this role. Candidates from a variety of backgrounds are encouraged to apply. An ideal candidate will possess an abundance of the following skills and experiences:

- At least five years of senior management experience in nonprofit or public sector organizations of similar size and scope, including building and developing teams.
- Advocacy and public policy at the state and national levels
- Knowledge of issues associated with early care and education and/or the poverty intervention landscape.
- Organizational change through strategic planning and continuous improvement while maintaining sustainability.
- Experience serving on and/or working with a nonprofit Board of Directors
- Budget planning and fiscal management
- Public speaking and persuasive writing
- Networked among influential stakeholders
- Convening and facilitating conversations with culturally and demographically diverse members and stakeholders.
- Marketing and communications
- Fund development experience with a solid track record in attracting and maintaining philanthropic relationships.
- Bachelor's degree required. A master's degree is preferred.



LEADERSHIP QUALITIES OF AN IDEAL CANDIDATE

HSC recognizes that effective leaders inspire others through a variety of qualities. An ideal candidate will be a person of outstanding character with executive presence who is:

- A relationship builder
- Inspirational, visionary
- An outstanding communicator, including the gift of listening
- Diplomatic
- Passionate about education as a powerful means to transform children, families, and communities
- Committed to diversity, equity, and inclusion
- Creative, innovative
- A hard-working self-starter
- Organized
- Flexible
- A strategic, critical thinker and problem solver
- A collaborator and a community builder
- Reliable
- Highly emotionally intelligent
- Trustworthy

COMPENSATION

Salary \$145,000 - \$175,000

HSC offers health, vision, and dental benefits, a simple IRA matching plan, and other ancillary benefits.

APPLICATION PROCESS

Applications are due Monday, April 24, 2023 at 8:00 AM or until a successful candidate is hired.

Lester Consulting Group, Inc. (LCG) of Sacramento has been hired to facilitate the search process. Nominations, inquiries, and applications may be directed to:

Lorcan Barnes, President/Executive Leadership Consultant
Courtney Kassakhian, Executive Leadership Consultant
headstartcasearch@lcginc.net
(877) 569-2890

Please submit, as one pdf:

1. Cover letter,
 2. Resume, and
 3. One-page essay responding to ONE of the following prompts:
- Describe an experience where you were involved in public policy development and/or advocacy that resulted in improving the lives of others.
 - Describe a situation where you have led a team to embrace a shared vision and take action. What did you learn about yourself in this experience?
 - Describe a life experience (personal or professional) that compels you to be a champion for California's most vulnerable children and families.

Start Date: June 2023

Confidentiality

LCG is mindful that some candidates would like to apply for this opportunity without their employer and professional networks knowing. LCG's team will carefully review all applications and will notify applicants if their names are being advanced for consideration by the Search Committee and/or an Interview Committee.

Statement of Nondiscrimination

Head Start California is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws. Head Start California is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.