

Executive Director Position

About us....We are a nonprofit 501-c-3 corporation operating a Head Start and Early Head Start grant in Sheboygan County, Wisconsin. On the shores of beautiful Lake Michigan, Sheboygan is approximately 1 hour north of Milwaukee Wisconsin and 2.5 hours north of Chicago. We are a friendly community with a combination of small town values and relatively extensive resources for families.

We need a new Executive Director...We are seeking an Executive Director to provide overall direction of our agency, which has a proud 50-year history of success in providing Head Start, Early Head Start and child care services to our target area, operating in close coordination with our community partners. This position reports directly to our Board of Directors and works closely with our Policy Council.

Responsibilities:

- Is responsible for overseeing all operation of Sheboygan Human Rights Association, Inc., which includes Head Start/Early Head Start (HS/EHS) and Growing Generations (GG) in order to meet Head Start Performance Standards, State Licensing Regulations and USDA Food Service Regulations.
- Monitors our operations ensuring sound fiscal, resources and human resource management.
- Promotes collaborations with community partners to maintain cooperative working relationships and joint projects.
- Provides leadership and oversight to our programs to reach their full potential in providing expanded services in the community.
- Assures that there is a staff in place to deliver on the services we have committed to provide.
- Additional responsibilities as the Board deems necessary.
- A full job description is available on our website at <http://www.sheboyganheadstart.org>.

Qualifications:

- Bachelor's degree in Early Childhood Education, Education, or related field.
- Head Start management experience or management experience in a related field.
- Skills and abilities in team management, grant writing, community planning, and program development, supervision, administration, and social services, with demonstrated fiscal and managerial expertise.
- Commitment to providing opportunities for low-income families to be self-sufficient and to the principles and mission of community action.
- Must be able to keep accurate records, file reports, and make all necessary documentation in a timely manner.

- Speaking, writing, and computer skills which enable effective communication.
- Must be able to work well with adults, children, and people with varied backgrounds.
- Must be in good health and complete a physical examination as required along with Mantoux tuberculin testing upon hire.

Applications are available at www.sheboyganheadstart.org. Please send application with resume to mswihart@hsshebco.org or mail to

Sheboygan Human Rights Association
Attn: Human Resources
4350 Tower Drive
Sheboygan, WI 53081.

Application deadline is January 27, 2017