

## ***Position Profile***

***On behalf of our client, Community Action Partnership of Ramsey & Washington Counties,***

***CohenTaylor Executive Search Services  
is conducting a retained executive search for its***

**Senior Director, Head Start & Early Head  
Start**



Community **Action**

## Community Action Partnership of Ramsey & Washington Counties

 Supporting **426 households** working to increase their income, stabilize their finances, and grow their savings through asset building programs, employment support, and low-interest car loans

 Helping **8,795 senior citizens** maintain independent living

 Hosting volunteers who completed **23,690 hours** in the service of their community

 Delivering Energy Assistance to **56,084 people** and averting utility shut-off for another **16,974**

 Improving living conditions by weatherizing a total of **167 homes** and providing home repair services to **437 families**

 Mobilizing **1,580 community members** through voter education, participation in community projects, and anti-poverty initiatives

 Partnering **194 times** with other community organizations to ensure low-income individuals receive the support they need

 Preventing homelessness for **426 people** with emergency rent or mortgage assistance



***It takes partnership to ensure that everyone has opportunity. When we work together to support each other's wellbeing, we can make sure that everyone is able to reach their full potential.***

### Mission:

*To reduce the causes of poverty and its impact on people's lives.*

### Values

- Community Engagement
- Community-Focused Programs and Services
- Excellence
- Partnerships and Collaborations
- Respect and Caring for All
- Stewardship

### The Organization

Community Action Partnership of Ramsey & Washington Counties is the oldest and one of the largest organizations of its kind in Minnesota. The agency is one of over 1,000 private, non-profit 501(c) (3) organizations that make up the Community Action Partnership, a national movement that was founded in 1964 as the service delivery arm of the Federal Office of Economic Opportunity during President Johnson's War on Poverty. Community Action Partnership is the only continuously federally-funded anti-poverty program in the country. In addition to direct service, Community Action Partnership agencies are involved in educational activities, grassroots public policy and community engagement activities, such as voter registration drives, legislative hearings, and advocacy for low-income people.

For more information visit Community Action Partnership of Ramsey & Washington Counties' online annual report:

[www.capr.org/2017annualreport](http://www.capr.org/2017annualreport)

Here in the Eastern Twin Cities Metro Area, Community Action Partnership of Ramsey & Washington Counties (Community Action) [partners with people](#) to overcome poverty through [service](#), [education](#), and [transformation](#). Each year, the agency offers direct service to over 22,000 low-income households and over 60,000 individuals throughout Ramsey and Washington counties through a comprehensive network of programs, services, and special projects.

*Overcoming poverty  
in not a task of  
charity, it is an act of  
justice.*

**-NELSON MANDELA**

Its largest and most well-known programs include Head Start & Early Head Start, the Low-Income Energy Assistance Program (LIHEAP), Energy Conservation/Weatherization, and Community Engagement. With a \$22 million annual budget and more than 260 staff members, the organization is fiscally strong and enjoys enthusiastic support from business, government, and the philanthropic community.

Community Action envisions a society where the causes and consequences of poverty are abolished and where social justice, economic opportunity, and human dignity exists for all.

### **Head Start & Early Head Start Program Information**

Head Start & Early Head Start are the largest programs, in terms of annual budget, offered to low-income people by Community Action. With a \$14.6M annual budget, the mission of Community Action's Head Start & Early Head Start program is to help children and parents achieve their full potential through high-quality child development and family support services.

Each year approximately 1600 children and their families living in Ramsey County participate in Head Start's Pre-K programs. An additional 240+ families with children from 0-2 years old receive in-home early childhood support services. Over 215 Head Start and Early Head Start staff members are engaged in educating and supporting the young children and families enrolled in its programs

To ensure that Head Start is accessible to families throughout Ramsey County, Community Action runs nine different classroom sites across the county. Class hours vary between sites including offerings for partial day and all-day education. The Head Start program also offers supervised bus transportation to most of its sites, as well as, a nutrition program and referrals to health and other critical services offered by community partners to support participation, attendance and success.

### **The Role**

The ideal Senior Head Start & Early Head Start Director will increase the capability and capacity of Community Action. While no one candidate will have all the criteria enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences.

The Senior Head Start & Early Head Start Director is responsible for directing all aspects of Head Start, Early Head Start and childcare programs, writing major funding grants, ensuring compliance with applicable regulations, developing and managing budgets, leading the development of the program design, and evaluating, planning, and monitoring the performance of programs.



### The Ideal Candidate

In order to be successful in this position, the person will at minimum need to possess the following abilities and skills:

- **Leadership skills** – A collaborative management style that builds and develops teams, fosters creativity and innovation, and includes a high level of communication with peers and direct reports.
- **Collaboration/Partnership building skills** – An experienced leader with skills in cultivating and maintaining relationships with fellow leadership team members, key external stakeholders, board members, current parents and families, donors, and other key community partners.
- **Strategic thinking** – A leader who thrives on innovation, creativity, and collaboration.
- **Operations and Finance** – A leader with strong business acumen, problem solving/analytical skills who is focused on data and results driven decisions. Experience overseeing large programmatic budget. Ability to create and implement policies and procedures related to appropriate regulations.
- **Communication skills** – A leader with executive presence and polish – with the ability to communicate to varied stakeholder groups.
- **Strong Cultural Competence** – Experience building a diverse and inclusive workplace that draws on the strengths of all employees by cultivating diversity of thought to drive innovation and improve decision-making.
- **Development/Fundraising** – Experience writing grants to sustain the financial health of the program and advance innovation in concert with changing needs of the community.

#### Additional Requirements/Preferences:

- Bachelor's degree in Early Childhood Education, Public Administration, Education, or related field required
- Master's Degree in related field preferred
- 10 years of experience in education or early childhood education – including 7+ years of management experience
- Knowledge of Head Start Performance Standards and State DHS licensing regulations required
- 3 years Head Start experience and management experience of union staff preferred.
- Knowledge of research-based best practices in early childhood and family services required

For more information or to send your credentials, please email [info@cohentaylor.com](mailto:info@cohentaylor.com)  
All inquiries will remain confidential.

#### Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

*The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.*

