

## **New England Head Start Association (NEHSA)**

### **Contracted Executive Director Scope of Work**

#### **Opportunity**

The New England Head Start Association (NEHSA) seeks interested candidates for the role of a contracted Executive Director. We anticipate the position will require up to 30 hours per month.

#### **Background**

Founded in 1965, the Head Start program is a federally-funded program for pregnant women, infants, toddlers, and preschoolers that supports early learning and development, health, and family well-being. Head Start services are available at no cost to families of children ages birth to 5 years who are living in poverty, experiencing homelessness, in receipt of public assistance benefits, or in the foster care system. There are Head Start programs in all 50 states.

The mission of the New England Head Start Association (NEHSA) is, *“to unite and support New England Head Start programs as leaders in early education.”* NEHSA is a membership-based organization, with a physical mailing address in Massachusetts and a fiscal sponsor in New Hampshire. Members include Head Start programs from the six New England states, Head Start State Collaboration Offices, Friends of Head Start, and State Associations. Our current focus is on rebuilding the organization post-pandemic and supporting the professional development needs of the Head Start community, including program leaders, staff, and parent leaders.

#### **Contracted Executive Director Scope of Work**

- In partnership with the Board of Directors, oversee the legal and fiduciary responsibilities of the organization. This includes:
  - Plan and execute regular (6/year) Board of Director meetings. Board meetings are held virtually, with the exception of one in-person meeting in December, held concurrent with the annual meeting.
  - Plan and execute one annual member meeting in December per the organization's bylaws.
  - Provide guidance to three Board-led Committees (Executive, Professional Development, and Finance) by reviewing each of the committee's annual work plan and participating in activities as requested by the Board of Directors.
  - Ensure all Federal and State filings are completed on-time (includes Federal Form 990, Commonwealth of Massachusetts Corporations Division filing, and Commonwealth of Massachusetts Attorney General filing).
  - Complete an annual report no later than November of each year.
  - Utilize the strategic framework to identify and execute activities and supports for key stakeholders including the Board and member organizations.

- In 2024, conduct a bylaw review and submit proposed changes to the bylaws to the membership for a vote as required by Massachusetts law. Based on the bylaws review:
    - Revise the NEHSA Conflict of Interest/Code of Conduct policy
    - Revise the Board Member Job Description
    - Revise the Committee Job Description
  - Recruit additional Board members as vacancies occur
- In partnership with the fiscal sponsor:
  - Draft an annual membership drive letter to the Head Start community with invoicing instructions
  - Keeps accurate records of members
  - Distribute financial reports to the Board quarterly
  - Draft a 12-month budget for review by the Finance Committee and Board of Directors based on prior year expenses and anticipated future expenses
  - Supply the CPA with the required materials to file taxes
- Support, facilitate and improve the Association's services within the scope and sequence approved by the Board of Directors (currently one in-person event and at least one virtual event a year).
  - Includes planning and execution of such events; tasks to include development of the event agenda, solicitation of speakers/presenters, evaluation of the event, etc.
- Maintain regular communication with NEHSA members.
- Provide oversight and direction to any contractors working on NEHSA's behalf (examples from this past year include a 10 hour a month Nonprofit Virtual Assistant and a Conference Planner (as needed)).

### **Transition support for the Executive Director**

- The Executive Committee, comprised of the Board Chair, Vice Chair, Secretary and Treasurer, will meet with the Executive Director monthly.
- If the successful candidate has limited experience with or knowledge of the Head Start program, the current Interim Executive Director will provide an orientation, tools, and resources.
- The Interim Executive Director will provide the Executive Director with a transition tool box inclusive of Board policies, actions, resources, a planning calendar and more.

### **NEHSA tools and resources**

- G-mail and a G-drive for file management.
- Constant Contact for communication with members (annual subscription)
- Website (hosted by Wix; annual subscription)

## **Contract oversight**

The Executive Committee of the NEHSA Board of Directors will have responsibility for oversight of the contract between the Contracted Executive Director and NEHSA.

## **Your proposal**

Please submit a proposal to NEHSA, c/o Kristen Hayes, Interim Executive Director ([nehsa.director@gmail.com](mailto:nehsa.director@gmail.com)) inclusive of the following:

- Experience in nonprofit leadership, including working with a volunteer Board of Directors, development and execution of strategic plans, event planning, development/advancement, relationship building and more
- Experience as an independent contractor
- Experience with or knowledge of membership-based organizations
- Demonstrated communication skills (virtual/in person)
- Tools/subscriptions you have a subscription to and utilize to support clients (e.g., Zoom, Survey Monkey, Canva, etc.)
- Client list
- References
- Payment terms, including your hourly rate

Knowledge of Head Start/Early Head Start is preferred but not required.

## **Timeline**

Please submit your proposal no later than January 31, 2024. The NEHSA Board of Directors anticipates reviewing proposals on a rolling basis, with the goal of onboarding a contracted Executive Director no later than April 1, 2024.

Please note that the selected candidate will be asked to provide the following prior to awarding of the contract:

- Business license
- Professional or general liability insurance
- Form W-9
- Certification that as an independent contractor, you:
  - Have a business as a sole proprietor or LLC (documentation of business license and professional and/or general liability insurance will be required of the successful bidder)
  - Are otherwise in business for yourself, including other part-time business and NEHSA is not your sole income
  - Will provide the tools necessary to complete the job (e.g., laptop, printer, Zoom subscription, Survey Monkey subscription, etc.)
  - Are responsible for your own professional development
  - Understand that as a contractor, you have the authority to work in the manner you see fit
  - Understand you are not covered by unemployment and labor laws

- Understand you are responsible for paying all taxes

### **About NEHSA**

- The organization was incorporated in Massachusetts in 1985, and as such, is required to file a variety of reports in Massachusetts annually.
- Pre-pandemic, annual organizational revenue was \$200-\$250k. Currently, revenue is limited to member dues of \$40,000 a year. An in-person conference was held in Nashua, NH in December 2023 that raised additional revenue for the organization.
- The Board of Directors includes Head Start program directors, a former Head Start parent, a representative of the Head Start Collaboration Offices, and Friends of Head Start (typically former Head Start staff or parents). The Board is composed of representatives from all six New England states who volunteer their time to NEHSA.
- There are no paid staff. NEHSA has been under the leadership of a contracted Interim Executive Director since spring 2022 (a part-time position at 15 billed hours per month; additional time has been donated to NEHSA). In fall 2022, the organization brought on a 10 hours/month Nonprofit Virtual Assistant. Additional information about the scope of the Interim Executive Director's work will be provided in the final candidate interview.