

## Executive Director, Billings Head Start Inc

### The Opportunity:

The Board of Directors of the Billings, Montana Head Start Inc seeks a dynamic, innovative, creative executive director to continue to lead the award winning Billings Head Start program to the next level. The Executive Director, will lead a program with a budget of approximately \$3,000,000.00 and locations in three counties in South Central Montana. The Executive Director has Site and program directors supporting various site locations reporting to him/her. The program is taught and managed by a highly dedicated faculty and support staff of 110 diverse, motivated, dynamic individuals.

### The Location:

Billings, Montana is the heart of Southeastern Montana. A city of approximately 110,000 people, the city possesses an international airport, a private liberal arts college as well as a public regional university coupled with state of the art medical centers providing first class medical care for individuals in a 500 mile radius. Skiing, award winning fishing, hunting, outdoor activities as well as a full complement of cultural, dining, arts, music and historical activities are found in and around Billings. All major shopping stores have a presence in Billings. Housing prices continue to remain below the national average. Schools are some of the finest in the state of Montana.

### The Challenge:

We are seeking an individual who is creative, innovative and willing to try new ideas. The new Executive Director must have exceptional leadership skills and polished communication skills to effectively lead a diverse group of faculty and staff in a world of change. Unionization experience, to include contract negotiations is highly desired. Facility location and new facility acquisition will be one of the challenges that the new director must address. Fund raising experience is also highly desired as is being an exceptional "public face" to this award winning Head Start program.

### Preferred Qualifications

The ideal candidate will have a four year degree in Human Services, Early Childhood or related fields plus some graduate work and five years experience directly related to the overall management of an organization. The candidate will be very comfortable working in a positive, dynamic environment with young children, have a strong communication and visionary leadership style and have excellent team building skills. Strong financial management background is desired, as is the ability to write grants and raise external funding from a diverse base of sources.

Salary: \$938.00 p/wk to \$1172.00 p/wk, DOE

Applicants must submit the following information:

- A. A letter of interest and intent addressing all preferred qualifications identified above, and a statement of philosophy of early childhood education and how applicant philosophy will benefit the children who attend Head Start programs.
- B. A current curriculum vitae and/or resume.
- C. Four current letters of professional reference. Applicants that have letters of reference older than 12 months from the submission date (post marked date) will NOT be considered.
- D. Email applicant information to: [denniso@billingsheadstart.org](mailto:denniso@billingsheadstart.org) or mail to 615 North 19<sup>th</sup> Street, Billings, MT 59101
- E. Questions regarding this prestigious opportunity should be directed to Dennis at (406) 869-1219.

The closing date for this position is May 16, 2008 EOE.