



MONTANA HEAD START ASSOCIATION
forever enriching the lives of children, families and communities

Our Mission

The Montana Head Start Association brings together families, staff, directors and friends of all Montana Head Start and Early Head Start programs through leadership, education, information and advocacy on behalf of young children, pregnant women and families in Montana.

Request for Proposal for a Contractor to work part time as Executive Director of the Montana Head Start Association

The Montana Head Start Association (MTHSA) is a professional organization comprised of all member programs in Montana. They meet 4 times a year for information sharing, problem solving, networking and advocacy. The Executive Director functions as a secretary, event planner, legislative advocate and generally coordinates many other pertinent activities that keep Head Start active with state government, public schools, universities, private funders, voters, media and other potential private partners. The successful contractor is expected to provide a monthly activity report and submit a monthly invoice for the agreed upon rate and expenses. This is a contracted position and does not come with any additional benefits. Interested persons must be able to provide own working space and equipment. www.mtheadstart.org

Qualification Requirements:

- Knowledge of/or experience working in a Head Start or Early Head Start Program.
- Valid Montana Driver's License and ability to travel throughout the state.
- Willingness to participate in out of state travel.
- BA degree or higher in early childhood, social work, business or related field.
- Written and verbal skills, including the ability to effectively use a variety of tools including technological systems which may be available.
- Possess a current a MT Independent Contractor's waiver or worker's compensation insurance or be willing to obtain.
- Experience facilitating large group work or collective impact efforts.
- Ability to document and record fiscal expenditures related to contract.

General Job Expectations:

- Organize and take minutes at MTHSA Board meetings, including logistics, speakers and agenda. There are 3 meetings a year and one Directors' Retreat.
- Organize and take minutes at Manager Networking Session, including logistics, speakers and agenda. – Education, Health, Family/Community Partnership and Disabilities. Host at least one conference call with each group annually.
- Coordinate training and various activities with all appropriate state offices and State Head Start Collaboration Director.

- Coordinate training and various activities with the Region 8 T/TA, and the Region 8 Federal Office.
- Communicate and coordinate as needed with the Region 8 HSA and the directors of each state Association in Region 8.
- Communicate and coordinate as needed with the National HS Association.
- Coordinate Head Start Day at the Capitol during legislative sessions (odd numbered year in Jan. or Feb.).
- Update business records with the Secretary of State, accountant and insurance company.
- Ensure all necessary filing with various state and federal entities is completed including, 990 tax forms and Montana annual corporate report.
- Register all training provided by the MTHSA with the Early Childhood Project at MSU and Office of Public Instruction.
- Coordinate and implement any required work that results from outside funding at the direction of the Association Board – state or private.
- Ensure that all MTHSA documents are kept updated and followed. (By-Laws, Articles of Incorporation, Strategic Plan and Contact List, invoices and bank statements).
- Develop and maintain an inventory of items that belong to MTHSA.
- Stay informed and apprised regarding Head Start priorities nationally and locally.
- Demonstrate familiarity with Head Start Program Performance Standards and the Head Start Act.
- Recruit active membership for MTHSA from providers across the state.
- Orient new Early Head Start and Head Start directors, program staff and representatives.
- Report directly to the Executive Committee of the MTHSA for direction, guidance, and evaluation.
- Invoice individual programs for dues annually.
- Provide regular communication to all Early Head Start and Head Start grantees within the state of Montana, including tribal programs, which includes program updates pertaining to national/state issues, funding opportunities, etc.
- Maintain active and ongoing communication with MTHSA Board, Regional Board Representatives and executive committee of the MTHSA Board.

Directions for completing RFP:

If you are interested in responding to this Request for Proposal,

1. Please state in narrative manner how you meet or exceed the basic qualifications.
2. Provide narrative on pertinent experience regarding the general job expectations.
3. Provide narrative on past experience and knowledge of Head Start.
4. Provide 3 references, one of which is from a local Early Childhood community agency/provider/coalition, and contact information.
5. Provide a resume which includes current contact information.
6. Propose and detail a fee schedule for one year, which includes number of annual contracted hours and travel costs.
7. By Dec. 7, 2020, please submit all information as one document, as an attachment to an email to: The Chairperson of the MTHSA, Ms. Ashley Peña-Larsen at apena@rmdc.net. Thank you for your interest.