

Executive Director

Central Tribes of the Shawnee Area, Inc., (CTSA) a non-profit corporation funded through the American Indian and Alaskan Native Indian branch of the Head Start Bureau to provide Early Head Start / Head Start and child care services. CTSA is seeking a highly dynamic and facilitative leader to serve as Executive Director for Head Start Services. The Executive Director is responsible shared organization governance with the Board of Directors and Policy Council. The Executive Director has the overall responsibility for coordinating and directing all program and administrative services. The ability to act as an energetic liaison with other Head Start and educational institutions and relevant Tribal and government organization leaders is critical. The ability to engage children, families, staff and the CTSA community is a must.

Minimum Qualifications

A bachelor's degree in business, public administration, community development or a related field is preferred. An equivalent combination of experience and education will be accepted. Graduate degree in related fields are preferred.

A minimum of five years significant management experience is required. Significant experience in a multi-funded nonprofit agency is preferred. Experience with strategic planning, financial and grants management, external funding proposal creation and organization development is preferred.

The ideal candidate will possess these professional qualities:

Proven leadership characteristics necessary to motivate and supervise employees and to collaborate with parents and other educators to provide superior early child development services and programming.

Strong financial management experience and skills; including fund accounting, budget development and monitoring, grants management, financial analysis, audit reconciliation and reporting requirements relating to governmental and grant funding.

Knowledge of Head Start Performance Standards helpful.

Previous experience working with Native American communities or other diverse populations is desired.

Interested candidates must submit a resume, letter of interest and personal references. Employment applications can be downloaded at: www.ctsaheadstart.org or picked up at: 1535 N. McKinley Ave., Shawnee, OK 74801.

As consideration for employment, applicants must have valid driver's license be insurable and consent to pre-employment drug testing and be fingerprinted by the OSBI and have no prior criminal record.

Central Tribes of the Shawnee Area, Inc. is an
Equal Opportunity Employer with Indian Preference applied.