



Our mission is to coalesce, inspire, and support the Head Start field as a leader in early childhood development and education.

Job Title:	Manager of Community Engagement
Unit	Effective Practice
Reports to:	Deputy Director of Community Engagement and Innovation
Origination Date	March 3, 2021
Location	Alexandria, Virginia; Begins remotely
FLSA Status	Exempt

THE OPPORTUNITY

The opportunity to succeed in school and in life, regardless of circumstances at birth, is a core American value, and for the past fifty-five years, the Head Start community has embraced the challenge of delivering on that value and changing life trajectories for the nation’s most vulnerable children and families. A strong and sustainable future for Head Start will mean the success of generations of children who may otherwise struggle throughout their lives. Their future success rests on the knowledge, commitment, and collaboration of families, programs, researchers, and policymakers.

NHSA is a unique organization looking to grow intentionally and to find the right person for the right opportunity on our team. If you are looking to be part of an organization that is static, where things are predictable, and challenges are hard to come by, you should not work with us. If you are a person who is looking to only work on tasks on a job description (such as this) and has a proclivity to say “that is not my job,” we respect that, but you should not work with us. If you are interested in being a responsible contributor while flexing your curiosities and creativity, keep reading.

We look for flexibility, good judgment, and people capable of evolving. Your growth and contributions to the team are important to us because we know that a better you makes a better us. We pride ourselves on not being bureaucratic. Do you believe that every child, regardless of circumstances at birth, has the ability to succeed in life? Do you believe in providing America’s most vulnerable children, families, and communities with the opportunities they need in order to succeed? Then think about joining us! The **Manager of Community Engagement** will have the opportunity to make us a better organization.

NHSA is seeking an energetic, creative, and engaging self-starter to fill our newly created **Manager for Community Engagement** position. The new Manager will lead a portfolio of work across the organization with a specific focus on prenatal, infant, and toddler policy, engagement, and practice, specifically through the Early Head Start (EHS) model. This is a great opportunity for an early/mid-career professional to significantly expand NHSA’s impact through leveraging advocacy, practice, and support for the EHS community in this critical and growing area of Head Start’s prenatal-to-five continuum of services.

The ideal candidate will bring a mix of early childhood policy/advocacy experience, experience developing learning and training opportunities within a field of practitioners (field-building), and a demonstrated ability to work within a dynamic team structure. Given the role’s focus on prenatal, infant and toddler policy, especially EHS and associated child care partnerships, candidates are encouraged to articulate relevant program or policy experience in the prenatal to age three (3) space, including EHS, home visiting, child care or other family support programs, at the federal and/or state levels.

Essential strengths include attention to detail, ability to thrive in a fast-paced, multi-tasking environment,



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sound judgment, strong communication skills, and superb organization. In this time of unprecedented uncertainty, a strong sense of curiosity and an eagerness to learn is essential. NHSA prides itself on being a learning organization, and additional duties will be added based on the individual's interests and strengths. This role will begin remotely. Strong commitment of NHSA's mission and a can-do attitude will make them successful.

MAJOR DUTIES AND RESPONSIBILITIES

The Manager is expected to meet these deliverables for 2021:

- supporting an expanded NHSA conference focus on EHS;
- expanding online practitioner training, peer learning, and networking;
- coordinating a range of survey and data projects;
- curating advocate training and processes for policy development;
- supporting communications efforts, including blogs, social media, and earned media.
- Other relevant duties as assigned

REQUIREMENTS

Minimum qualifications and traits

- A minimum of 5 years of relevant professional experience such as early childhood policy and practice experience, especially in the prenatal – age three (3) space
- Unwavering commitment and demonstrated passion for the purpose of Head Start and Early Head Start and mission of NHSA
- Content knowledge in the prenatal to age three (3) space, with a demonstrated understanding of and commitment to family support and integrated health services
- Organizational skills, including the ability to take a set of deliverables and produce processes, a timeline and partnerships that lead to high-quality, on-time delivery
- Strong written and verbal communication abilities
- Demonstrated ability to work within a dynamic team structure

Preferred

- Health and/or educational equity background
- Conference session development and/or session facilitation experience
- Experience designing, gathering, and analyzing data, including survey responses
- Experience developing learning and training opportunities within a field of practitioners (field-building), including building pre- and post-commitments among participants
- Relevant communications experience, including blogging, social media and earned media (e.g. op-ed drafting)
- Experience coaching others in storytelling
- Grassroots advocacy experience at the federal and/or state levels
- An organizer's mindset and/or background, with the ability to solicit commitments and follow-through, build trust within a group and provide targeted one-on-one support
- First-hand experience and/or a personal connection with Head Start including EHS, Migrant-Seasonal Head Start, and/or American Indian Alaska Native Head Start and EHS
- State policy experience



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ABOUT THE NATIONAL HEAD START ASSOCIATION

Are you passionate about early childhood education, remedying social inequities, and supporting America's most vulnerable children and families? Be a part of our team! NHSA is a nonprofit organization committed to the belief that every child, regardless of circumstances at birth, has the ability to succeed in life. NHSA is the voice for more than 1 million children, 275,000 staff, and over 1,600 Head Start grantees in the United States. Since 1974, NHSA has worked diligently for policy changes that ensure all at-risk children have access to the Head Start model of support for the whole child, the family, and the community.

OUR MISSION AND VISION

NHSA's vision is for Head Start to lead—to be the untiring voice that will not be quiet until every vulnerable child is served with the Head Start model of support for the whole child, the family, and the community—and to advocate—to work diligently for policy and institutional changes that ensure all vulnerable children and families have what they need to succeed. NHSA's mission is to coalesce, inspire, and support the Head Start field as a leader in early childhood development and education.

OUR CORE VALUES

- We are determined to play a valued and visible national leadership role in this country's efforts to educate and serve its most vulnerable children and families.
- We recognize change is constant and are building a flexible, nimble organization that values innovation and can respond effectively to change.
- We are actively committed to being a high-impact organization that evaluates effort and measures outcomes; our commitment extends to helping Head Start value and use measurements effectively.
- We value partnerships and collaboration and at our core, we are relationship-based.
- We celebrate Head Start alumni, both graduates and parents, and the lasting impact that are having in this country.
- We are accountable to our members and funders, seeking high standards of governance, carefully stewarding resources, operating transparently, and living up to the highest standards of quality.

OUR CULTURE

NHSA is proud of our inclusive, collaborative, and professional culture. We value and reward teamwork, initiative, creativity, and intellectual and professional growth. We seek those qualities when considering people to join our team.

- *Collaboration: NHSA works in teams—we share ideas, brainstorm endlessly, and constantly seek innovative ideas that advance NHSA's and Head Start's missions.*
- *Vision: NHSA values colleagues who see and seize opportunities, take risks, learn from failure, and bring a relentless passion for our mission.*
- *Creativity: NHSA team members use data to form original insights. We find ways to incorporate*



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innovative ideas and approaches that exist in the rich and vital Head Start community.

- *Mindfulness: NHSA has an organization-wide commitment to strive for excellence; we set clear objectives, achieve ambitious goals, ensure accountability for results, and focus on our impact.*
- *Curiosity: NHSA values those who are curious and hungry for knowledge. Reflecting Head Start's 55 years of commitment to continuous improvement, our staff is committed to personal and professional growth, understanding, and commitment to our mission.*

THE PROCESS

Please submit your cover letter, résumé, and writing samples in one PDF document to jobs@nhsa.org with **Manager of Community Engagement** in the subject line.

NHSA IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.