The Head Start Project Director directs the Miskwaadesi Partnership Project by supporting educational attainment through high quality opportunities and community partnership, which is a Tribal College and University Head Start Partnership Program grant that extends for a period of five years. The project director directs and manages the programs and activities of the partnering organizations: Fond du lac Tribal and Community College, the Fond du Lac Band of Lake Superior Chippewa’s Head Start, and the Mille Lacs Band Head Start. The project director provides leadership in the areas of accreditation, curriculum development, data analysis and evaluation, budget oversight and planning, and provides overall direction to faculty, staff, and students within the department. This grant-funded position is anticipated to last approximately five years with the possibility to continue based on the needs of the college and the program.

RESPONSIBILITIES:
The successful candidate will:

- Oversee all aspects of FDLTCC’s Head Start Miskwaadesi Partnership grant.
- Coordinate activities between FDLTCC and project participants.
- Prepare and manage expenditure documentation and reports.
- Participate in project-related activities and coordinate/oversee employees, students, and others retained specifically to assist the project.
- Work closely with the partners to ensure that activities are organized for implementation according to timelines proposed in the grant, as well as completed, tracked, and evaluated.
- Ensure that adequate measurements of success, tracking, and program evaluation are taking place and that the data are regularly evaluated and discussed by the partners.
- Maintain effective communication with students and personnel at the various sites served in the grant.
- Maintain effective communication with students and FDLTCC personal, such as student support staff and IT staff, to ensure retention, completion, and overall student success.
- Lead the writing and submission of required reports and other required documentation in an effective manner.
- Develop and maintain program evaluations and assessments and submit periodic status reports to the partners.
- Manage program budget and prepare reports for funding agencies and FDLTCC as required.
- Attend in-person required meetings of the granting agency, as needed.
- Prepare and submit reports to the partners and/or other relevant parties.
- Arrange short-term contracts with outside parties for special services as needed.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree, or an equivalent amount of education and applicable work experience.
- Experience working with adult learners, particularly American Indian students.
- Knowledge of and experience with administering grants.
- Experience managing budgets.
- Demonstrated experience with measuring and evaluating results and using results to inform decision-making.
- Excellent verbal and written communication skills.
- Proficient computer skills, including Microsoft Office.
- Must possess and maintain a valid driver’s license.
PREFERRED QUALIFICATIONS:

- Master’s degree.
- Experience working with diverse stakeholders and constituents particularly in Pre-K and postsecondary education settings.
- Experience working in a tribal and/or two-year postsecondary institution.
- Demonstrated ability to work effectively with a student population encompassing a broad range of skill levels.
- Ability to use data to drive evaluation, planning, and development.

SUPERVISOR:  Vice President of Academic Affairs

ANTICIPATED START DATE:  January 4, 2021; negotiable

APPLICATION PROCEDURE:
To be considered for the position, you must apply online at PeopleAdmin and attach the following:

1) A cover letter outlining how you meet the minimum qualifications of the position, and
2) CV or resume

Official transcripts will be required of the hired applicant. Paper applications/resumes will not be considered. Questions about the position may be directed to Anna Fellegy, Ph.D., VP of Academic Affairs, at (218) 879-0878 or afellegy@fdltcc.edu.

DEADLINE TO APPLY:  Open until filled; priority given to those who apply on or before December 20, 2020

Notice:  In accordance with Minnesota State’s Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minn State’s vehicle use criteria and consent to a Motor Vehicle Records check. Fond du Lac Tribal and Community College is a member of Minnesota State and is an affirmative action, equal opportunity employer and educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.