

**DATE OF POSTING:** November 5, 2019

**TERMINATION DATE FOR APPLICATION:** November 19, 2019

**POSITION:** **DIRECTOR OF MEMBERSHIP  
INFORMATION SYSTEMS**

**COMPENSATION/BENEFITS:** Grade 10

**STAFF RELATIONSHIP:** Reports to Michael Shoudy  
MEA Executive Director

**EMPLOYMENT DATE:** As soon as possible

**SEND APPLICATION AND RESUME TO:** **Human Resources Department**  
Michigan Education Association  
1350 Kendale Blvd., P.O. Box 2573  
East Lansing, MI 48826-2573

**RESPONSIBILITIES:**

Lead and manage organizational processes and systems that acquire, create, organize, distribute and utilize information which facilitates member recruitment, engagement and retention.

Lead, direct and supervise Membership, Help Center and IT staff.

Serve as a senior member of the MEA management team.

Serve as an advisor to the MEA Executive Director in the administration and implementation of MEA programs.

Design, implement and manage information systems to increase effectiveness and efficiency of the MEA.

Lead and manage the implementation of NEA360. Help establish protocols and trainings to maximize utilization.

Ensure that the membership and billing systems are functional, efficient, user-friendly, well supported and in compliance with any regulatory constraints.

Coordinate the utilization and dissemination of data and membership information with all MEA departments.

Communicate with leaders and staff regarding membership processing, programs and data.

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**RESPONSIBILITIES (continued):**

Support member engagement activities through utilization of information systems.

Partner with communications staff to optimize MEA's digital media presence and click rates.

Recommend and manage application software acquisition, development, enhancements, and support. Establish and maintain effective relationships with any outside providers of information technology.

Assess needs and perform data analysis and predictive modeling on membership demographics, dues and other trends and report to management, the Board and the Representative Assembly.

Develop and maintain quality data management policies and procedures that protect the integrity of the information system and portals, create and maintain protocols that streamline information systems and monitor adherence.

Develop a strategic vision for the MEA information system that supports the objectives of the organization.

Perform other duties as assigned by the Executive Director.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in a related field or five years of related experience.

Demonstrated leadership and management skills.

Effective oral and written communication skills.

Ability to establish and maintain positive professional relationships and work within a team structure.

Ability to make sound decisions, demonstrate initiative and exercise good judgment.

Experience in budget development and administration.

Strong problem-solving abilities.

Strong understanding of customer service and its relationship to technology.

Advanced understanding of software programs to conceptualize, design, develop and organize information.

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**MINIMUM QUALIFICATIONS *(continued)*:**

Experience with project management, data analytics and predictive modeling.

Commitment to the labor movement.

**PREFERRED EXPERIENCE:**

An advanced degree in a related field.

11/4/19