



## NOTICE OF VACANCY

**M 41-22-23**

<b>POSITION:</b>	<b>Executive Director – Center for Leadership &amp; Learning</b>	<b>LOCATION:</b>	Negotiable
<b>SCHEDULE:</b>	244 Work Days	<b>SALARY RANGE:</b>	\$150,000 - \$200,000 16 Paid Holidays and comprehensive benefits package
<b>POSTING DATE:</b>	July 19, 2023		
<b>DEADLINE:</b>	August 2, 2023		

### **ABOUT MEA**

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA's mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

### **ABOUT THE CENTER FOR LEADERSHIP & LEARNING**

MEA is committed to the professional excellence of our members and the education profession at large – so that EVERY Michigan student can succeed in our democracy and economy, no matter where they live. This is the reason why the Center for Leadership and Learning was founded – to provide high-quality professional development and leadership training to the members of the Michigan Education Association, educators in related fields and students considering careers in education. Centered around the passion for social justice for students and members, the Center's programs focus on helping educators Meet Student Needs and Advocate for the Profession. Through the time and talents of highly qualified and skilled members, professional MEA staff, and other related organizations, quality instruction is delivered to members that make a difference for students.

### **JOB DESCRIPTION**

The Executive Director for the Center for Leadership and Learning is an executive level position that reports to the Senior Executive Director. This position directly supervises the staff of the Center for Leadership and Learning and Communications and Public Engagement departments. The Executive Director position is responsible for strengthening membership through member engagement, union leadership and community advocacy. This position focuses on ensuring active participation from education professionals, building strong leaders and advocating for quality public education. In addition, this role will be responsible for launching webinars for educators, develop programs for MEA locals and provide professional development opportunities for all members.

## **QUALIFICATIONS**

### *Required Education/Experience*

- Master's Degree in Leadership, Curriculum, Education or related field.
- Minimum of ten years of teaching experience.
- Leadership experience of program, department and personnel.
- Coursework or training in Social Justice and/or Diversity, Equity and Inclusion.
- Demonstrated experience to successfully communicate as a leader in a group setting.
- Possess a strong understanding of education policy.
- Experience in collective bargaining, membership representation, political action, public engagement, local association programs and operation, school finance, and local/state NEA structure and programs.
- Possess a strong labor union advocacy background.
- Knowledge of, and competent in, social media platforms.
- Experience building a supportive, diverse and inclusive workplace culture.
- Demonstrated knowledge and proficiency with communications technologies.
- Possess a high degree of honesty, integrity and character.
- Ability to work effectively and cooperatively with various employee groups in a positive and supportive way.
- Demonstrated ability to resolve problems and address complaints.
- Must reside in Michigan.
- Possess a strong dedication to diversity, equity, and inclusion.
- Strong understanding of the political process as it pertains to member and public-school advocacy.
- Experience in developing and implementing communication plans.
- Possess excellent follow-through, organizational skills and is able to multitask.
- Demonstrated knowledge of the State of Michigan teacher certification and retirement programs.
- Demonstrated experience managing department budgets.

### *Preferred Education/Experience*

- Certification in leadership.
- Experience and/or training in leadership development.
- Knowledge of current issues facing public education, including Education Support Professionals, Higher Education and Pre-K-12 educators.

## **CANDIDATE PROFILE**

The Executive Director of the Center for Leadership and Learning department will possess the following qualities and characteristics:

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|---|--------------------------------|
| ● Inspirational                                     | ● Good communicator            |
| ● Transformative                                    | ● Ethical                      |
| ● Honest  | ● Approachable                 |
| ● Great listening skills                            | ● Organized                    |
| ● Empathetic  | ● Great people skills          |
| ● Collaborative leadership                          | ● Relationship-building skills |
| ● Leads with integrity                              | ● Strong interpersonal skills  |
| ● Respectful and inclusive in a diverse environment | ● Well-spoken                  |
| ● Problem solving skills                            | ● Positive demeanor            |
| ● Open-minded                                       | ● Highly motivated             |
|   | ● Reliable                     |

## **RESPONSIBILITIES AND DUTIES**

Direct, supervise and evaluate the staff in the Center for Leadership and Learning department, as well as the Communications and Public Engagement department.

Implement and administer the MEA Center for Leadership and Learning programs and initiatives.

Develop strategies to integrate professional development and social justice into a coordinated field delivery system in conjunction with the Zone/Field programs and services.

Recruit and employ, subject to approval by the Senior Executive Director, all staff for the Center for Leadership and Learning and Communication and Public Engagement departments.

Establish and maintain a management process to measure effectiveness of MEA Professional Development/Social Justice programs.

Responsible for the development and implementation of MEA communication plans and strategies using multiple social media platforms.

Coordinate committees, commissions and task forces assigned to the Center for Leadership and Learning department.

Develop and maintain a liaison relationship with the Michigan Department of Education and other pertinent state agencies and groups.

Oversee the NEA grant program and participants.

Oversee all communications material.

Establish leadership development programs for MEA members, with particular emphasis being given to elected leaders, especially People of Color or women.

Develop and implement program activities regarding policymaking of MEA and/or NEA that maximize the participation of People of Color educators and women.

Oversee the Aspiring Educators of Michigan (AEM) program.

Develop and maintain brand presence and integrity across all platforms.

Coordinate with the MEA Executive Office regarding statewide conferences, meetings, and events.

Develop and maintain a strong working relationship between the Center for Leadership and Learning, internal MEA departments and NEA departments.

Coordinate with appropriate management regarding staff and member trainings.

Responsible for the effective control and efficient use of budgeted funds and equipment for the Center for Leadership and Learning department.

Responsible for making budget recommendations, including but not limited to, program improvements to support MEA's mission and goals.

Perform other leadership tasks as assigned by the Senior Executive Director.

July 12, 2023

**APPLICATION:** Please email a resume or CV that demonstrates your accomplishments and qualifications to [jobpostings@mea.org](mailto:jobpostings@mea.org). In addition, please include an employment application, which can be found on the MEA website at [www.mea.org](http://www.mea.org).