



NOTICE OF VACANCY

M 19-23-24

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| POSITION: | Senior Executive Director | LOCATION: | East Lansing, MI |
| SCHEDULE: | 244 Work Days Remote work opportunities will be limited | SALARY RANGE: | \$300,000 - \$350,000 16 Paid Holidays and comprehensive benefits package* |
| POSTING DATE: | April 1, 2024 | DEADLINE: | Open until position is filled |

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.

JOB DESCRIPTION

The Senior Executive Director is an executive level position that reports to the MEA Board of Directors and MEA Officers. This position directly supervises the Executive Director of MEA Financial Services and the Executive Director of MESSA and serves as their Chief Executive Officer. The Senior Executive Director will serve as a representative on the Staff Retirement Plan Board, as well as act as a liaison to the American Federation of Teachers, National Education Association (NEA) and all other state affiliates. This position will serve in a “front-facing” role that requires exceptional skills in all forms of communication. The position requires media/television interviews, written advocacy, and the utilization of all forms of media to advance the mission of MEA. The ability to serve as an authentic champion for public education is essential for this position. This position will require occasional out-of-state travel.

QUALIFICATIONS

Required Education/Experience

- Master's Degree/Doctorate in Education, Business or a related field.
- Five to ten years of successful leadership experience in a business or education setting.
- Possess a strong advocacy background based on union values.
- Experience in all aspects of collective bargaining.
- Ability to build community and member coalitions.
- Proven metrics-based leadership.
- Must reside in the State of Michigan.
- Experience building a supportive and inclusive workplace culture.
- Demonstrated experience in communicating with the public and media, including exceptional written and verbal skills.
- 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.
- Strong understanding of the political process as it pertains to member and public-school advocacy.
- Ability to travel across the state of Michigan.
- Ability to maintain a high level of confidentiality.
- Experience with and comfortable with all types of media.
- Possess excellent follow-through, organizational skills and is able to multitask
- Adaptive, flexible, and responsive to challenges

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.
- Experience in managing a large-scale budget.
- Knowledge and experience in use of appropriate technology applications.

CANDIDATE PROFILE

The Senior Executive Director will possess the following qualities and characteristics:

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

RESPONSIBILITIES AND DUTIES

Act as General Manager of the Association under the direction of the MEA Board of Directors.

Strengthen the Association's approach to Diversity, Equity, Inclusion and foster a sense of Belonging and Purpose (DEI+BP) for our staff and membership.

Responsible for the adoption and implementation of all staff programs consistent with the policies of the MEA Representative Assembly.

Oversee all governing bodies of the Association.

Represent the Association on matters regarding established policy.

Develop and maintain strong working relationships with the outside labor unions, education associations, legislators, MEA Board of Directors, staff and community partners.

Supervise and evaluate MEA Directors, MESSA Executive Director and MEAFS Executive Director, in consultation with the MEA President and under the direction of the MEA Board of Directors.

Supervise and evaluate other MEA direct reports as assigned.

Prepare the Association budget in cooperation with the MEA President and MEA Secretary-Treasurer, and subject to the guidelines adopted by the MEA Representative Assembly and the MEA Board of Directors.

Provide administrative responsibilities to the MEA Board of Directors and the MEA Representative Assembly.

Inform locals of the number of MEA Representative Assembly delegates to which each local is entitled and of election procedures as prescribed by the MEA Constitution.

Assist the MEA President in analyzing Association issues and opportunities and develop strategies to improve daily operations.

Represent MEA on state-wide committees as mutually agreed upon by the MEA President.

Attend NEA conferences/events (fully funded) on behalf of the MEA at least 3-5 times per year.

Draft presentations and effectively present information to staff, leaders, members and the MEA Board of Directors.

Provide leadership, oversight, evaluation, and support for new initiatives.

Oversee NEA grant programs in partnership with MEA staff members.

Collaborate with the MEA Officers and staff regarding policies and procedures.

Maintain and build upon a collaborative culture in support of staff and members.

Implement and maintain effective internal controls safeguarding Association assets and resources.

Serve as a consultant to the Michigan delegation to the NEA Representative Assembly.

Perform other duties as assigned by the MEA President and MEA Board of Directors.

March 26, 2024

APPLICATION: Please email a cover letter and resume or CV that demonstrates your accomplishments and qualifications to jobpostings@mea.org. In addition, please include an employment application, which can be found on the MEA website at www.mea.org.

MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

Comprehensive Benefits Package includes:

- Full-family medical coverage
- Full-family dental coverage
- Full-family vision coverage
- Employer paid life insurance coverage (employee and dependents)
- Employer paid travel and accident insurance
- Employer paid Long-Term Disability insurance
- Additional optional benefits offered for purchase, such as Short-Term Disability, dependent life insurance, and group indemnity coverage
- Pension plan
- 401(k) plan
- Transportation and expense allowance
- Cell phone & tablet reimbursement
- Negotiable moving allowance
- Generous vacation leave allowance
- 16 paid holidays
- Paid bereavement leave