



M-23-24-25

POSITION: Community Engagement and Business Growth Coordinator- Center for Leadership & Learning

LOCATION: East Lansing

SCHEDULE: 245 Workdays

SALARY RANGE: Grade 9 (\$127,661-\$177,131)

15 paid holidays and comprehensive benefits package

POSTING DATE: June 9, 2025

DEADLINE: June 20, 2025

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 that 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 MEA, MESSA, and MEAFS employees are unionized and members of seven internal staff unions.

JOB DESCRIPTION

The Community Engagement and Business Growth Coordinator is a newly created position that will play a pivotal role in advancing the MEA's mission by identifying, supporting, and executing strategic initiatives focused on organizational growth, member engagement, and long-term sustainability.

Working in close collaboration with MEA Officers, the Center for Leadership and Learning Executive Director, and the Senior Executive Director, the coordinator will help shape and support member-facing programs and initiatives, many of which are jointly driven by MEA staff and governance.

This role will operate cross-functionally, partnering with internal departments and external stakeholders to enhance business planning, elevate member value, and bring new ideas to life that align with MEA's strategic goals. The coordinator may also be assigned to strengthen and scale existing efforts, such as the Classroom Supply Fund, a nonprofit initiative that supports educators by raising funds and collecting classroom materials.

CANDIDATE PROFILE

The ideal candidate is a go-getter with an entrepreneurial spirit and a passion for community engagement. They are equally comfortable building relationships with external partners as they are analyzing data to identify opportunities for growth. This individual brings experience in sales and business development, or has successfully run their own business or initiative, demonstrating a track record of turning ideas into action. They thrive in fast-paced environments, are highly self-motivated, and possess a natural ability to lead projects from concept to execution.

This role calls for someone who can manage multiple strategic initiatives while engaging deeply with both internal teams and external stakeholders. From organizing large-scale events and preparing high-impact presentations to developing marketing and outreach strategies, the successful candidate will be a strong communicator and connector. They should be comfortable conducting market research, creating compelling proposals, and supporting new partnerships or funding opportunities that align with MEA's mission. Above all, they must bring creativity, vision, and measurable outcomes to their work, serving as a key driver of MEA's community presence and long-term organizational growth.

QUALIFICATIONS

Required Education/Experience

- Bachelor's degree in education, business, public administration, or a related field
- A minimum of five years of experience in a variety of leadership roles as a governance leader, program coordinator, or management of large-scale events
- Experience in project or program coordination, event planning, or initiative development—ideally in a school, union, or nonprofit setting
- Demonstrated success in building partnerships, managing stakeholder relationships, or identifying opportunities to improve service delivery or operational efficiency
- Background as a public-school educator or union leader strongly preferred; understanding of member-based organizations and public education is a plus
- Strong organizational skills with the ability to manage multiple initiatives, meet deadlines, and adapt in a fast-paced environment
- Clear, confident communicator—both written and verbal—with experience crafting presentations, proposals, or internal communications
- Creative and analytical thinker with a commitment to continuous improvement and delivering value to members or stakeholders
- Commitment to diversity, equity, and inclusion principles
- Must be a quick learner and adaptable in multiple settings
- Must reside in Michigan

RESPONSIBILITIES AND DUTIES

- Develop and execute a comprehensive partnership strategy aligned with MEA's mission and strategic goals.
- Identify and cultivate relationships with educational institutions, community organizations, corporations, unions, and other stakeholders.
- Manage ongoing partnerships, ensuring deliverables are met and collaborations are mutually beneficial.
- Collaborate with internal departments to align partnership opportunities with member needs, professional development offerings, and advocacy initiatives.
- Negotiate and draft partnership agreements, memoranda of understanding (MOUs), and related documents.
- Coordinate partnership-related events, workshops, and campaigns in conjunction with MEA's Center for Leadership and Learning and other divisions.
- Monitor and evaluate partnership effectiveness and provide regular reports to MEA leadership.
- Represent MEA at external meetings, conferences, and networking events as needed.
- Support communication efforts to promote partnerships through MEA's media platforms.
- Maintain a database of partnership contacts, agreements, and outcomes.
- Coordinate and oversee the conference room reservation system and online elections.
- Other duties assigned to support MEA's strategic initiatives.

APPLICATION: Please email a resume or CV demonstrating 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.

6/09/2025