



**M-25-24-25**

**POSITION: Director of Learning & Organizational Development - Center for Leadership & Learning**

**LOCATION:** East Lansing

**SALARY RANGE:** \$140,302 - \$194,744

**SCHEDULE:** 245 Workdays

15 paid holidays and a comprehensive benefits package

**POSTING DATE:** June 26, 2025

**DEADLINE:** July 16, 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, 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 **Director of Learning & Organizational Development** is a dynamic, multi-faceted leadership role responsible for designing, overseeing, and managing MEA's statewide conferences, training programs, and organizational development. The director ensures that all programs are strategically aligned with MEA's organizational goals, responsive to member needs, and grounded in best practices for adult learning.

This individual plays a key role in representing MEA on statewide committees, actively participating in decision-making, program design, and developing new partnership opportunities, from concept to implementation. Working closely with internal departments, external partners, and member leaders, the Director delivers innovative, high-impact training experiences that support members' professional growth and strengthen MEA's overall effectiveness.

This position reports to the Executive Director of the Center for Leadership and Learning. It collaborates closely with MEA officers and helps support governance committees and task forces as appropriate.

## **QUALIFICATIONS**

- Master's degree in educational leadership, curriculum design, or another related field - MI Administration Certificate preferred
- Bachelor's degree in education and must hold at least one certification in special education, and a valid teaching certificate
- Minimum of (10) years in a K-12 public school with a minimum of (5) years teaching experience
- Minimum of (5) successful years of administration with successful leadership of people, teams, budgets, evaluating staff, design, and implementation of various initiatives
- Minimum of five (5) years of experience in training program development, conference planning, or professional development coordination, preferably within a union, education, or nonprofit setting.
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- Demonstrated knowledge of instructional design principles, adult learning theory, and program evaluation methods.
- Strong project management skills with the ability to lead multiple initiatives simultaneously.
- Excellent communication, facilitation, and interpersonal skills.
- Commitment to the values of public education, union advocacy, and member engagement.
- Experience with conference logistics, budget management, and vendor coordination preferred.

## **CANDIDATE PROFILE**

The Director of Statewide Training Development will be a strategic thinker with a passion for education and leadership development. They will have a collaborative spirit, strong organizational skills, and the ability to connect broad organizational goals with practical, scalable training initiatives.

They should bring a member-first mindset, innovative thinking, and a demonstrated ability to adapt training programs to meet evolving member needs. Experience navigating complex organizations and fostering stakeholder collaboration is highly valued. Additionally, the candidate should have experience creating and maintaining partnerships that support special education initiatives and training. This candidate has a strong knowledge base in special education with many years of experience including classroom instruction and supervision of staff. Help to create and lead initiatives around special education, 504s, training for paraeducators, and other student supports.

## **RESPONSIBILITIES AND DUTIES**

- Lead the planning, coordination, and implementation of MEA's statewide conferences, leadership academies, and member training programs.
- Develop a comprehensive statewide training plan that aligns with MEA's membership priorities and organizational goals.
- Collaborate with MEA leadership, field staff, and members to assess training needs and build responsive, impactful programs.
- Ensure training content reflects best practices in adult learning and is accessible, inclusive, and culturally responsive.
- Oversee event logistics coordination, including venue contracts, registration processes, agenda development, and vendor management.
- Manage training program budgets, ensuring efficient use of resources and fiscal responsibility.

- Monitor and evaluate training program effectiveness, recommending improvements based on feedback and measurable outcomes.
- Support the professional development of internal staff through training initiatives and resources.
- Develop and maintain strong working relationships with external training providers, partner organizations, and educational experts.
- Create and maintain partnerships that strengthen the quality and breadth of special education training and support within MEA's professional development offerings.
- Promote the visibility and accessibility of MEA's training opportunities to all member groups.
- Ensure alignment between local, regional, and statewide training offerings in conjunction with MEA officers.
- Evaluation and monitoring of professional and associate staff
- Perform other duties as assigned by the Executive Director of the Center for Leadership and Learning.

June 17, 2025

**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).

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 reimbursement
- Generous vacation leave allowance
- Paid holidays
- Paid bereavement leave