

**Announcement of opening for the position of
EXECUTIVE DIRECTOR, MAINE EDUCATION ASSOCIATION
Headquarters – Augusta, Maine**

APPLICATION DEADLINE: Thursday, October 4, 2018

OPPORTUNITY:

The Maine Education Association (MEA) seeks an energetic, motivational and collaborative individual for the position of Executive Director. The Executive Director will work in partnership with the Association's governance and staff to provide operational leadership for MEA to fulfill their vision of “great public schools for every Maine student.”

BACKGROUND:

The Maine Education Association is an affiliate of the National Education Association. First established in 1859 as the Maine Teachers Association, the MEA represents nearly 24,000 public school educators in 278 locals. The MEA President is the only full-time release officer; the Vice President, the Treasurer, and the NEA Director are in the classroom full time. The Board of Directors consists of 13 educators representing the various geographic regions of the state, two directors representing state university and community college faculty and staff along with Maine Public Broadcasting staff, one director representing education support professionals statewide, and one director representing the MEA-Retired Association. The MEA Representative Assembly meets annually and is the highest governing body of the Association.

The MEA employs 41 staff in various positions: managers, program directors, UniServ directors, assistants and information technology. MEA headquarters is located in Augusta; there are four additional field offices in South Portland, Auburn, Bangor and Caribou.

The successful candidate for this position must have the vision, integrity, adaptability, skills, and experience to assist and guide MEA in the pursuit of its mission and core values “to advocate for education professionals and to unite our members and the people of Maine to fulfill the promise of public education to prepare every student to succeed.” Our Core Values are: equal opportunity, a just society, democracy, professionalism, partnership, and collective action.

ORGANIZATIONAL OPPORTUNITIES AND CHALLENGES:

The Maine Education Association is at an exciting point in its history as it expands its recognition as the preeminent advocate for, and champion of public education in Maine. Within a broad mandate to lead in this transformation, the Executive Director must face and embrace several interrelated challenges and opportunities:

- Providing visionary leadership that demonstrates the relevance, power and value of union membership to address diverse member needs.

- Building clarity about how local, state and national politics impact public education.
 - Maintaining awareness of current issues and challenges in public education such as the increasing global implications of education reform, privatization efforts and the current lack of adequate funding for Maine’s public schools.
 - Encouraging political action in a predominantly conservative political environment.
 - Strengthening external relationships to influence legislation that results in pro-public education policies and proper implementation.
 - Building member capacity and engaging them as empowered activists to grow and strengthen the union in support of their professional interests.
- Ensuring that the necessary resources are available so that MEA members are capable of claiming their place at the table and supported in defining true partnerships with school, district, and state leaders.
- Proactively addressing the systematic and well-funded assaults on public education by a variety of ideological groups that present an ever impending external threat.
- Unifying and empowering members to develop strong and effective local affiliates, to provide resources and leadership for professional growth, and to advocate for public education and public education employees.

PRIMARY RESPONSIBILITIES:

The Executive Director is the chief operating officer and general manager of the Maine Education Association. The Executive Director will

- Maintain effective and efficient human resource systems.
 - Facilitate a constructive working relationship between the Board of Directors and the MEA Staff and between MEA Management and Staff.
 - Maintain job descriptions and performance evaluation systems for all staff;
 - Implement personnel policies.
 - Lead staff in the development and implementation of strategies and action plans.
 - Supervise, hire and direct all staff.
 - Develop management systems that maximize staff potential and provide for continued development of staff.
- Maintain effective and efficient financial management systems.
 - Safe guard the financial status of the MEA.
 - Develop, in conjunction with the President and the Strategic Budget Committee, the annual budget that is designed to achieve the MEA’s Strategic Priorities.
 - Maintain and review all MEA corporate records.
 - Continue to provide for a well-organized membership recruitment, retention, and recapturing program which ensures continuous membership for the MEA.
 - Maintain and administer the MEA Management and Staff pension plans.
- At the discretion of the president, represent the MEA as spokesperson and act as liaison with other organizations and agencies.
- Ensure ongoing MEA contact with legislators and at legislative hearings.
- Represent the MEA in local, state, and national activities.

- Support, inform and advise the MEA Board of Directors in its role of policy development.
- Assist the Board of Directors in establishing annual strategic priorities.
- Maintain official records of the MEA.
- Prepare the Annual Implementation Report to the MEA Representative Assembly.

REQUIRED COMPETENCIES:

To be considered for this position, the applicant must be prepared to share and validate a record of personal achievements in the following competency areas.

Interpersonal Effectiveness. An effective communicator who has excelled in building successful relationships. Has an established record of fostering teamwork and consensus, effectively managing conflict, provoking creative problem-solving and risk taking, and is inclusive of diverse individual and cultural perspectives.

Strategic Planning and Execution. Documented successful experience in leading organizational wide efforts in planning, implementation, process improvements, innovation, building high performance work teams. A specialized knowledge of best practice financial management. A record of executive leadership in strategic planning that required significant organizational change, including experience utilizing reliable methods to ensure accountability and timeliness in the execution of strategic goals and objectives. Strong ability to delegate but resists the urge to micro-manage. Specific evidence that reveals past approaches to work that demonstrate personal prowess in assessing benefits and risks toward a goal of creating strategic advantage. An ability to juggle multiple projects with clear priorities and to easily articulate the connections between the big picture and specific action plans and timetables.

Inspiring Leadership. A passionate public education advocate who understands the central role educators play in leading change in their profession. Proven record of senior organizational leadership marked by a passion for education. A visionary leader who has confidently engaged others to identify and work toward common goals. Capable and willing to voice respectful and effective dissent when and where appropriate.

Evidence of success in achieving desired outcomes when leading organizational innovation and change. A nimble leader who is capable of learning while leading, and who has shown organizational savvy and flexibility in adapting to changing political/organizational realities. Past success in leading significant organizing campaigns and projects.

A demonstrated ability to manage effectively in a unionized environment. Has a demonstrated, successful record of attracting and motivating highly talented staff and is highly skilled at coaching and mentoring others. Has success in building and/or maintaining coalition partners.

EXPERIENCE AND EDUCATION:

A minimum of 5- years of middle or senior management experience in positions of increasing responsibility, in the field of education, labor/union advocacy, public policy, not-for-profit leadership or other related field.

A belief in the central roles of unions coupled with an unwavering support for public education and organized labor is required.

Experience working in a member-based organization, reporting to and advising an elected board of directors.

Experience in public policy, labor advocacy, collective bargaining and social justice activism, especially as related to public education is desired.

Bachelor's Degree from an accredited four-year college or university required. Master's degree preferred.

COMPENSATION PACKAGE:

MEA is prepared to offer a generous and competitive salary and benefits package consistent with experience, skills and demonstrated abilities.

TO APPLY:

To be considered for this position please provide the following

- A current resume reflecting qualifications for this position.
- A letter of application which specifically addresses how accomplishments in your career have prepared you to meet the challenges and opportunities presented in this position.

All materials must be sent electronically to the following:

Margolies and Potterton, MEA Search Consultants: **kam47@cornell.edu**

For all questions regarding this search including confidential inquiries please contact:

Ken Margolies
(845) 499-6636

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MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer.