

Announcement of opening for the position of

Executive Director

Mississippi Association of Educators

The Mississippi Association of Educators (MAE) seeks an energetic, highly motivational, collaborative and influential leader for the position of Executive Director. The Executive Director will work in partnership with the Association's governance and staff to provide operational leadership to fulfill their mission to advocate for education professionals, and to support and unite our members to fulfill the promise of public education to prepare every student to succeed.

Background

The Mississippi Association of Educators (MAE), headquartered in Jackson, is the most respected member centric education association in the state of Mississippi. With its mission to promote educational excellence, the Mississippi Association of Educators serves as the advocate for its members and every child by empowering its members, providing services and promoting parental and community involvement.

Chartered as the Mississippi State Teachers Association in 1876, by the State of Mississippi for the purpose of improving working and learning opportunities and conditions in Mississippi's public schools. The predominately white Association (by then called the Mississippi Education Association [MEA]), merged with the predominately black Mississippi Teachers Association (MTA) in 1976, to become the MAE. The merger successfully combined the powerful lobbying, legal assistance and professional development leadership of the state's two education associations in order to better serve the educators and students of Mississippi. Celebrating over 40 Years of Excellence, MAE's membership of approximately 7700 members is comprised of K-12 teachers and other K-12 certified staff, education support professionals, administrators, students enrolled in teacher education programs, higher education faculty members, and retired educators, making the MAE the most inclusive and powerful voice of educators in the state. The MAE provides member workplace advocacy, legal assistance, professional development opportunities, member benefits, and a strong voice for education in the Mississippi Legislature.

The MAE includes 5 UniServ districts and serves local affiliates in 69 counties in urban and rural locations. The MAE is an affiliate of the 3- million-member National Education Association (NEA), the nation's largest employee organization.

POSITION OVERVIEW

The Executive Director is the Association's chief administrative officer and management agent who leads a staff in coordination with the MAE President to ensure implementation of the full scope of policies, procedures, and programs approved and adopted by the MAE Board of Directors. In collaboration with the president and officers, the executive director develops and manages an annual organizational budget and is accountable to the Board for the long term financial and fiscal health and sustainability of the Association.

The Executive Director is charged with adeptly advising the Board, managing and skillfully representing the long-term vision and strategic direction of the Association guided by the MAE Constitution and Bylaws, MAE governing body, local, state and federal laws and regulations.

DUTIES AND RESPONSIBILITIES

- **Institutional Leadership** - lead with vision, adaptability, creativity, and integrity to execute the policies of The MAE's board.
- **Corporate Management** - advise and facilitate the development of The MAE budget, administer and monitor the budget, ensure the fiscal health of the association, oversee compliance with legal and regulatory requirements, evaluate and manage risk, and ensure the proper management of all property owned and leased by the Association as The MAE pursues its mission and vision.
- **Public Education Advocacy** – champion public education in Mississippi, including building collaborative relationship between The MAE and external stakeholders to shape the highest professional standards for education policy.
- **Organizing** – foster an organizing culture that grows the association while advancing the interests of Mississippi's students and educators.
- **Staff Relations** – as chief of staff, provide leadership for staff commitment to the Association's mission, vision, and strategic plan, ensure compliance with The MAE's policies; prioritize and assign staff resources to programs and projects as necessary; coordinate, direct, and evaluate the work of The MAE's employees while fostering a collegial relationship; build effective relationships with management and the staff union; and successfully support management and staff to ensure the highest quality work on behalf of The MAE's members.

ORGANIZATIONAL OPPORTUNITIES AND CHALLENGES:

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

- MAE is led by an elected president and elected board (of directors) who recognize the need to create and implement a well-developed strategic plan and implement changes that are designed to better public education and the professional lives of its members.
- MAE is committed to providing visionary leadership that demonstrates the relevance, power and value of union membership to address diverse member needs.
- MAE is committed to continuing to strengthen external relationships to influence legislation that results in pro-public education policies and proper implementation.
- MAE is committed to supporting and helping prioritize the needs of educators and students as they continue to face the challenges of COVID-19.
- MAE is committed to capitalizing on its rich history while building innovative pathways into its desired future.
- MAE remains committed to developing strategies to attract, grow, and retain membership.
- MAE has the opportunity to fortify its brand by building partnerships with external organizations who support its mission and values.
- MAE has the opportunity to leverage the virtual learning environment to support the professional development of educators.
- MAE has the advantage of accessible UniServ and veteran staff across the state who serve as excellent resources for its members.
- A new generation of educators provide MAE with an opportunity to increase its organizational relevance, and create opportunities to engage early career professionals.
- MAE is committed to a culture of organizing in which members are engaged and mobilized to grow and strengthen their local associations in order to improve student outcomes, secure the proper teaching and learning conditions, and achieve educational opportunity and equity for all students, educators and education support professionals.

REQUIRED COMPETENCIES

Member Focus

A leader who values public education and is focused on member needs. Someone who believes in member engagement, trust, and loyalty, and who is committed to fostering strong relationships among MAE and its members. An experienced leader who has successfully demonstrated the ability to implement high quality programs and services that brings value to members. Demonstrated experience in using data to identify additional ways to offer value to members' professional practice and careers. Ensures that the MAE stays vibrant and relevant as the education landscape and the demographics of the workforce continue to evolve. An influential leader who understands membership and is able to expand market share, has effectively led innovative strategies, programs, initiatives, and policies designed to attract and increase new membership. An established leader with the ability to drive member engagement and to increase member retention.

Strategic Planning and Execution

Documented experience in leading organization wide efforts in planning, implementation, process improvements, innovation, financial management and building high performance work teams. 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 micromanage. Specific evidence that reveals past approaches to work that demonstrate personal expertise in assessing benefits and risks toward a goal of creating strategic advantage. An individual who possesses the ability to manage multiple projects with clear priorities and to easily articulate the connections between the big picture and specific action plans and timetables.

Leadership

A passionate public education advocate who understands the central role educators play in leading change in their profession. A 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. Must possess a growth mindset, a collaborative workstyle and have the confidence to lead courageously and possess resilience in a rapidly changing environment.

Must demonstrate evidence of success in achieving desired outcomes when leading organizational innovation and change. An empathetic leader who has a successful record of attracting and empowering a highly talented staff and is skilled at coaching and mentoring. Has success in building and maintaining effective coalition partnerships

Communication

An effective communicator who has excelled in building successful relationships. An established record of fostering teamwork and consensus, effectively managing conflict, provoking creative problem-solving, and necessary risk taking, and is inclusive of diverse individual and cultural perspectives. An influential leader who has the ability to deepen and refine all aspects of communication, from internal to external relationships with the goal of creating a strong brand for the MAE.

DESIRED EXPERIENCE

- A minimum of 3-5- years of middle or senior management experience in positions of increasing responsibility.
- Strong business acumen to include financial and day to day operations management.

EDUCATION

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

COMPENSATION PACKAGE

\$110,000 - \$120,000 commensurate with experience and qualifications.

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 Potterton and Associates, Union Search LLC

MAE Search Consultants

jpotterton@sbcglobal.net

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

Jim Potterton (West Coast)

jpotterton@sbcglobal.net

(831) 3329324 (Pacific time zone)

APPLICATION DEADLINE: Thursday, May 27, 2021 at 5:00 pm (EST).

MAE is committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. Women and people of color are encouraged to apply.