



Position Available: Madison Teachers Inc.

Position Title: Executive Director

Employer: Madison Teachers Inc., Madison, WI

Date Posted: September 28, 2021

Closing Date: October 15, 2021

Starting Date: December 1, 2021

Salary: Commensurate with qualifications and experience. MTI offers a competitive salary and benefits package as negotiated with the Cabinet on Personnel.

Position Description: Madison Teachers Incorporated is seeking a full-time, year-round Executive Director to work with our Union of educators in Madison, Wisconsin. The successful candidate for this position will have a commitment to organized labor and public education, experience managing staff, strong communications skills, and a background in collaborative organizing. They will be values-driven, self-motivated, resourceful, and work well in a fast-paced high intensity environment.

The Executive Director is responsible for working with the MTI President and elected leadership in directing the implementation of MTI's program and policies as established by membership and managing its day-to-day operations. The MTI Executive Director and the MTI President are the spokespeople for the Union.

Who We Are: Madison Teachers Incorporated (MTI) is a member-led organization that advocates for its members and students in order to advance quality public education for all students. We represent about 3,000 employees of the Madison Metropolitan School District (MMSD) in three units, MTI (professional staff), ESEA-MTI (support and hourly staff) and USO-MTI (substitute educators). We are the second largest educator Union in Wisconsin in the second largest school district. Our members work in 50+ schools and multiple additional programs and worksites. MTI is an affiliate of the National Education Association (NEA) and the Wisconsin Education Association Council (WEAC).

MTI is a state and national leader in the fight to defend public education and a strong advocate on issues of racial and social justice. Our members and our community expect us to be a strong promoter of work to address the inequities within our existing systems and structures. At the same time, MTI has maintained a strong voice on wages, benefits, and working conditions in MMSD. We have fought to maintain our power and strong membership in the face of direct attacks on public education and organized labor in Wisconsin. MTI has developed strong collaborative processes with MMSD Administration around the Employee Handbook and in other areas. Our membership is actively engaged in leading the work of our Union.

MTI has identified 4 pillars of our work that guide the decision making, advocacy and actions of our organization. These pillars are:

- Commitment to Equity, Anti-Racism, and Social Justice
 - Our public schools must be the foundation of a just and democratic society that fulfills the promise made to all students, families, and communities. Every decision, policy, and action must reflect that commitment and honor our collective responsibility to each other.
- Employee Voice
 - Student outcomes improve when staff working most closely with students are heard and respected. Staff satisfaction and retention improve when educators are given meaningful opportunities to be involved in policy and practice decisions.
- Positive School Climate and Safe Schools
 - A positive school climate that is welcoming and safe physically and emotionally for all provides the best learning and working conditions.
- Student Centered Allocation of Resources
 - Budgets are statements of what an organization values. Fair wages, strong benefits, fully staffed schools, and more than adequate support provide the best opportunities for our students.

Characteristics: The Executive Director position directly supports membership and elected leaders and requires that the successful candidate is:

- Strongly committed to Unions, public education, and racial and social justice
- Organized and self-motivated
- Resourceful and innovative
- Experienced as a collaborative organizer with strong interpersonal skills
- Informed on political policy that relates to education and labor
- A strong communicator in all forms of communication (verbal, written, electronic)
- Highly collaborative and team oriented
- Able to handle a demanding workload with regular evening and some weekend commitments
- Capable of establishing and cultivating relationships with people from diverse backgrounds
- Focused on building our Union through continuous internal organizing and member recruitment and retention strategies

Qualifications: In order to effectively engage in representative work and directing implementation of MTI's program and policies, the successful candidate should have:

- A Bachelor's Degree; degree in Industrial/Labor Relations preferred
- Additional training or certification in areas relevant to organized labor and public education policy
- Experience managing and directing staff
- A car, a valid driver's license, and appropriate insurance
- Fluency in Spanish (ideal but not required)
- Experience with coalition building and community organizing

- Experience working with a culturally diverse organization and membership
- Experience working as Union staff or as an elected Union leader preferably in a public education or public service setting

Responsibilities: Key duties of the MTI Executive Director are as follows:

- Serve as Chief Executive and Chief Operating Officer of MTI
- Coordinate, supervise, and delegate the work of the MTI office and professional/support staff employed by MTI
- Jointly serve as spokesperson with the MTI President
- Work to build effective relationships with diverse membership, community interests/groups, and other labor organizations
- Work to build effective relationships with the MMSD Board of Education and administration
- Prepare preliminary MTI budgets and manage MTI finances with the assistance of the Office Manager
- Work directly with the MTI President to direct implementation of MTI's program and policies
- Serve as consultant and support to MTI committees and Boards of Directors
- Support the development and work of member leaders
- Assist in the ongoing process of short and long-term planning
- Manage MTI's membership recruitment efforts and dues collection systems
- Manage annual recertification elections
- Have general supervision of all publications and communications of MTI
- Coordinate negotiations and Handbook discussions, working with the MTI President and elected leadership
- Prepare and present interest arbitration cases and direct MTI legal work on behalf of members

Application Information: A complete application **must** include a one-page cover letter, resume, and three one-page letters of reference. Each reference must describe the applicant's direct knowledge of the work and experience. Letters must contain the references' contact information including name, position, mailing address, e-mail address, and phone number.

Submit cover letter, resume and references to Vicky Bernards, Executive Assistant, MTI, 33 Nob Hill Road, Madison, WI 53713, or email to bernardsv@madisonteachers.org, no later than 5:00 p.m. CST, **October 15, 2021**.

MTI is an equal opportunity employer; women and minorities are strongly encouraged to apply.