

<b>POSITION AVAILABLE</b>	
<b>POSITION TITLE:</b>	<b>Executive Director</b>
<b>EMPLOYER:</b>	<b>Milwaukee Teachers' Education Association</b>
<b>DATE POSTED:</b>	<b>August 18, 2023</b> <span style="float: right;"><b>CLOSING DATE: September 1, 2023</b></span>
<b>STARTING DATE:</b>	<b>Fall 2023 but not later than January 2, 2024</b>
<b>SALARY</b>	<b>Commensurate with qualifications and experience</b>

The MTEA is seeking an Executive Director to support its members in the fight for economic and social justice. The Executive Director is a full-time position that requires the ability to handle varied situations associated with representing workers in public education and to work under significant pressure in a fast-paced high stress environment sometimes requiring long hours. MTEA represents 5,300 education workers in the Milwaukee Public Schools. The MTEA leads the fight to oppose privatization of our public schools and works to fight for the schools and communities our children deserve.

The Executive Director works with the MTEA President and the Executive Board to implement MTEA's member led program and manages MTEA's staff and operations. The Executive Director works within the framework of the policies and programs established by the membership through the MTEA's governing bodies.

The ideal candidate will have knowledge and skills reflecting experience in labor organizing, advocacy, communications, management, educational policy, political action, and community engagement. A commitment to working for progressive change in K-12 education, support for public education, and member advocacy is essential. MTEA seeks an Executive Director who is committed to a member led union with an organizing model of building union strength through extensive organizing with our members and with allies. The ideal candidate is a proven leader with demonstrated organizing success, a capacity to think strategically and creatively, and a deep commitment to labor organizing, public education and social justice.

**REPORTS TO:** MTEA President

**RESPONSIBILITIES:** Provide leadership and direction in carrying out the work of the MTEA in the following areas:

- Assist in an ongoing process of long-range planning.
- Continue the constant process of local transformation to an organizing model and lead the overall organizing and representational program in partnership with the elected MTEA President to ensure that it is the highest quality possible.
- Work with a diverse group of member leaders and staff to develop education programs and materials for the membership which builds a foundation for union strength, member activism and knowledge of important issues.
- Identify opportunities for increasing member engagement or developing leadership and organizing skills within the organization with an emphasis on supporting local school leaders to build strong building leader structures.
- Work with people, convey instructions to others, and supervise, train, and mentor staff members.

- Work to coordinate numerous priorities concurrently and react to unexpected situations using a problem-solving orientation.
- Assist in the development of an annual budget recommendation and the administration of the adopted budget.
- Participate effectively as a professional team member in policy implementation activities.
- Manage the MTEA legal program with outside counsel.
- Work effectively in partnership activities with diverse membership and community interests to establish and build coalitions.
- Understand issues of public education in Milwaukee and strategize to defend its long-term existence.
- Work with a variety of labor unions including urban education locals along with state and national labor organizations to coordinate collective activities.
- Assist the work of the MTEA political program including recruitment of member volunteers, coordination of canvass activities, development of member-to-member communications and public facing communications, and providing legal and financial advice to the MTEA PAC.
- Provide advice and direction for MTEA communications including member communications, press releases and interviews with local and national press, and work with the MTEA Communications Director on communications strategy to promote the mission of MTEA and its members.

#### **MINIMUM REQUIREMENTS:**

- Excellent verbal and written communication skills.
- Ability to work under tight deadlines and manage multiple projects at once.
- Previous experience in the labor movement and other advocacy organizations.
- Have a history of organizing and using strategies to increase member action, leadership, and engagement in the life of the Union, local and state communities, and allied advocacy organizations.
- Previous experience with public K-12 education advocacy.
- Previous experience writing and managing grants. Knowledge of NEA grant programs a plus.
- Knowledge of current education, legislative, and political issues in Wisconsin.
- Knowledge of the political and legislative process at the local, state, and national levels.
- Experience working with a culturally diverse organization.
- Must be available on weekends and evenings and can travel as needed.
- Valid driver's license and car.

#### **EDUCATION & EXPERIENCE:**

- Bachelor's degree required. Additional degrees preferred in education, law, or related field.
- Management experience required.
- Experience in K-12 education, including but not limited to professional issue advocacy, program development, and work with education support professionals is strongly desired.

#### **APPLICATION INFORMATION**

A complete application must include a one-page cover letter, resume, and three one-page letters of reference. Each reference must describe their direct knowledge of the work or experience of the

candidate. Letters must contain the references' contact information including name, position, mailing address, e-mail address, and phone number.

Submit application to Becky Pelzek, 5130 West Vliet Street, Milwaukee WI 53208 or e-mail to [pelzkb@mtea.org](mailto:pelzkb@mtea.org) no later than 11:59 pm. CST, September 1st, 2023.

MTEA is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

*August 2023*