

Executive Director Connecticut Education Association (CEA)

The **Executive Director (ED)** supports the overall mission, vision, and goals of Connecticut Education Association (CEA) to empower public school teachers, with expert representation and advocacy, so they can excel at educating students. The **Executive Director** mirrors the message and supports the overall direction of the President, Officers, and Board of Directors and is responsible for leading and managing the people and programs that support the Association. We champion competitive salaries and benefits, well-resourced classrooms, and safe and healthy schools, to attract and retain the best teachers.

Summary of Responsibilities:

- **Strategy and Planning:** The ED works collaboratively with the Board of Directors and Officers to develop an operational plan which incorporates the vision, mission, goals and objectives towards the strategic direction of the organization, and ensures the organization meets the expectations of its members and stakeholders.
- **Advisory:** Advises and informs the Board and Officers of internal and external issues; assists and at times acts as spokesperson for the Officers, Board, and other facets of governance.
- **Operations:** Oversees the day-to-day operations and program delivery of the organization including determining and ensuring proper staffing requirements, personnel management, direction, and the development of (70) Staff associates. Inspires Staff with opportunities for professional development and leadership training to support membership, members, and goals of the organization.
- **Programs and Services:** The ED oversees the planning, implementation, and evaluation of the organization's programs and services, for alignment with the priorities of Officers and Board, and reports on delivery to maintain and improve quality of programs and services.
- **Human Capital:** The ED is responsible for the Human Capital/Staff of the organization and works collaboratively with the HR Director on Human Resources policies, procedures, and practices. Staff members include lawyers, lobbyists, trainers, field staff, policy experts, communications professionals, and more. The ED is responsible for the development and review of staff job descriptions, talent acquisition, hiring, onboarding, professional development and training, and overall performance management to include developing a performance management process, recommending training and development, disciplinary actions, separations and exit interviews.
- **Fiscal Responsibility:** The ED works with the President, Treasurer, Finance Committee, and CFO to prepare a comprehensive budget. Ensures sound bookkeeping and accounting procedures are followed, administers funds according to budget, ensures compliance with legislation and taxation, and reports on revenue, expenditures, people, property, finances, and implements measures to control risks.

Qualifications, Experience and Skills required:

- Advanced degree required. Master's degree, Doctorate, or Law Degree preferred.
- Senior Executive level competencies to include money management, state and federal government relations, human relations, professional development, instructional issues, public relations, and various forms of communication appropriate for Association activities.

- Experience with and dedicated commitment to unionism in support of strong public schools and the rights, total rewards, and supportive working conditions for educators.
- Hands-on experience with collective bargaining, member representation, political action, and public engagement.
- A strong proponent of union member advocacy with a strong understanding of the political process as it pertains to member and public-school advocacy, coupled with a desire to improve educational opportunities for all children, as well as a willingness to put programs and services to members above self-interest.
- Human Capital and Organizational Development expertise and proven ability to lead, manage, develop, and evolve staff.
- Stamina to work long hours and attend meetings, conferences, and other association-related activities, including evenings and weekends as needed.
- Personal characteristics with high standards for integrity, loyalty, sensitivity, achievement, character, forthrightness, and professionalism.
- Experience, coursework, or training in Social Justice and/or Diversity, Equity and Inclusion, a demonstrated understanding of affirmative action policies and a willingness to promote the hiring of diverse candidates.
- Excellent public speaking skills and experience building a supportive, diverse, and inclusive workplace culture.

Office Environment & Total Rewards

- This is a full-time, Hartford, CT, office-based position. (Relocation assistance is available.)
- The work requires some evening and weekend work with moderate travel.
- Compensation is competitive, and commensurate with background, experience, and qualifications.
- Total rewards include generous amounts of paid time off, 401K, pension, health insurance, dental, vision, life, and disability insurance.
- This is a unique opportunity to work for an organization that has been positively impacting public education in Connecticut for more than 150 years.

How to Apply:

Interested applicants should submit a cover letter and resume to Cathy@WynneHires.com