



**Title:** Manager  
**Department:** NYSUT Education & Learning Trust, Latham NY  
**Salary:** \$150,000-\$180,000  
**Category:** Management/Confidential  
**Date:** April 28, 2024

**Overview:**

The Manager of the NYSUT Education & Learning Trust (ELT) has the primary responsibility for the direction, management, and operation of the Trust. ELT is a multimillion-dollar, not-for-profit educational entity which is affiliated with, but legally separate from, New York State United Teachers. The Trust delivers professional learning opportunities to NYSUT members via courses, workshops, and other in-service programs. The Trust also administers various state and federal grants related to teacher training and recruitment. This position reports directly to the Director of Policy and Program Development.

**Primary Responsibilities:**

- Coordinate the development, implementation, and evaluation of all programmatic initiatives of the Trust.
- Prepare and manage budgets to ensure fiscal solvency of the Trust, including negotiating with vendors and partners.
- Supervise in-house professional and support staff along with external contractors, to accomplish the mission of the Trust.
- Collaborate with NYSUT Communications and other entities on the development, implementation, and evaluation of ELT marketing efforts.
- Maintain existing, and develop new, partnerships with NYS higher education institutions.
- Develop and maintain working relationships with NYSUT staff, local leaders, and NYSUT members by representing the Trust at various meetings and forums.
- Maintain relationships with the state Office of Teaching Initiatives to further develop ELT's portfolio of state-approved courses for various certification titles.
- Responsible for the implementation of a \$10 million New York State early literacy grant.

**Qualifications:**

- Knowledge of educational issues and initiatives currently impacting K-12 and higher education in NY.
- Knowledge of the concepts in literacy learning and teaching methods.
- Knowledge of/experience with adult learning theory.
- Experience managing a complex organization, including budgetary oversight, contract negotiations, and implementation of marketing plans.

- Supervisory experience and demonstrated success in delivering learning opportunities.
- A strong understanding of the labor movement and union organizations; familiarity working with governing Boards is a plus.
- Demonstrated experience in project management, including ability to coordinate multiple projects with multiple deadlines.
- Familiarity with online registration systems such as Frontline.
- Experience with grant compliance and management is preferred.
- Willingness and ability to travel across the State to advance the cause of the Education & Learning Trust
- Willingness and ability to occasionally work irregular hours including weekends.

### **NYSUT- Who are we?**

NYSUT is a statewide labor organization affiliated with more than 1,200 local unions, each representing its own members. NYSUT is affiliated with two national unions, the American Federation of Teachers (AFT) and the National Education Association (NEA). NYSUT represents nearly 700,000 people who work in, or are retired from, New York's schools, colleges, and healthcare facilities, including teachers, teacher aides and assistants, college and university faculty and professional staff, school bus drivers, custodians, secretaries, cafeteria workers, nurses, and other healthcare professionals. NYSUT's policy is to ensure an equal employment opportunity to all persons without regard to race, color, national origin, religion, age, sex, disability, sexual orientation, gender identity or any other characteristic protected by the law.

### **Why Should You Apply?**

- Competitive salary and excellent benefits, including comprehensive medical and dental insurance plans, life and long-term disability plans, and retirement plans
- Generous PTO plan
- Work-life balance
- Collaborative and supportive work environment with a diverse group of experienced professionals
- Opportunity to work in a highly respected organization, make a meaningful difference in the lives of working people, and be a proud part of the labor movement at the local, state, and national levels.

### **How to Apply:**

Interested applicants should submit a cover letter and resume to [hr@nysut.org](mailto:hr@nysut.org) by May 8, 2024

[www.nysut.org](http://www.nysut.org)