



Data and Membership Manager (MSEA)

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 75,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

JOB SUMMARY: The Data and Membership Manager is responsible for the management, maintenance, and governance of the association's data. The Manager is the association's lead data strategist and provides data for association leaders and business units to make key decisions. This includes developing systems, procedures, and standards of operation for data management. This position manages the staff of the MSEA membership department and ensures the accurate collection and reporting of membership data and dues.

RESPONSIBILITIES:

- Serves as the lead data strategist within MSEA, engaging relevant staff, leaders, and stakeholders in developing data strategy recommendations and improvements providing comprehensive data management expertise.
- Manages the planning, securing, and controlling of membership and data system operations ensuring that administrative activities and tactical efforts are consistent with best practices that support the mission and goals of the association.
- Creates and uses tools that enable end users such as association leadership and staff to make independent decisions using association data.
- Coordinates with internal departments and stakeholders to support data collection, data security, usage, and analysis related to membership, advocacy, representation, policy, and activism.
- Educates staff and responds to local affiliate inquiries regarding proper data handling protocols and the necessity of protecting members' personally identifiable information (PII).
- Maintains ongoing awareness of relevant technology for organizing and campaign management, including systems and resources made available from the national to the state and local levels.
- Manages all aspects of the membership department and oversees security of the database and membership and contribution source documents and records.
- Manages, motivates, directs, and evaluates the work of assigned staff.
- Develops metrics to assess performance that support organizational transparency and accountability of the associations mission, priorities, and strategic plan.
- Responds to inquiries from leaders, staff, affiliates, and members.
- Assists in budget development and monitoring.



- Works closely with and makes recommendations to the Executive Director and Chief Financial Officer.
- Ensures accurate contribution reporting and compliance with reporting requirements related to the Political Action Committee.
- Establishes and implements short- and long-range departmental goals, objectives, policies, and operating procedures.
- Establishes and monitors appropriate internal controls and safeguards.
- Implements data privacy policies that comply with data protection regulations.
- Develops and facilitates the delivery of training to staff.
- Provides staff support for assigned committees, task forces, and workgroups.
- Participates as a member of the management team.
- Works extended hours which may include weekends, evenings, and overnights, when necessary, to perform assigned responsibilities.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in computer science, information technology or related discipline, or an equivalent combination of education and experience. Master's degree and/or advanced college level classes preferred.
- Minimum 5 years of progressively responsible experience related to database administration, managing, and securing data when stored and exchanged, and developing data strategy. This includes analyzing existing tools and databases and providing software solution recommendations.
- Minimum three years of experience in supervising, motivating, developing, and accessing staff performance.
- Minimum three years of experience in project management, budgeting, and strategic planning.
- Experience in collaborating with staff, management, and leadership, as well as external entities on projects, training, and strategic initiatives.
- Ability to exercise sound judgement in interpreting policies, actions, precedents, and work directions for application to specific issues or problems.
- Strong verbal and written communication skills.
- Experience managing in a union environment is desirable.
- Has a valid US driver's license that complies with the state of Maryland.



TECHNICAL EXPERIENCE:

- Advanced knowledge and use of advanced features in Microsoft Excel, including proficiency with array functions, Power Query, and VBA.
- Proficient in creating and using business intelligence dashboards such as Power BI and Tableau
- Knowledge and experience with data analysis programming languages such as Python, R, or Julia to analyze large datasets.
- Knowledge and experience using query languages such as SQL (and SQL derivatives) to transform and manipulate datasets.
- Knowledge and experience with modern web programming languages such as JavaScript, and Python to modify or create user-end data tools.
- Familiarity with data automation and cleaning tools, and familiarity with consuming data from API endpoints.

Compensation

Starting salary: \$151,700 accompanied by a generous benefit package
Date of Employment: As soon as possible
Submission deadline: Open until filled
Email address: careers@mseanea.org

Interested applicants should submit a resume, cover letter and employment application to the MSEA Careers website. Applications can be found on the marylandeducators.org website. All applications must be typed.

MSEA is an EQUAL OPPORTUNITY EMPLOYER.

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.