



Managing Director

Maryland State Education Association (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 Managing Director, Center for Organizing and Advocacy directs, supervises, and evaluates the work of assigned staff in the field and in headquarters. The manager identifies, defines, and recommends program activities and services for local affiliates in collaboration with other education and labor organizations and state agencies. The managing director role requires proficient and comprehensive management of negotiations, organizing, and strategic planning at both the state and local level. The managing director routinely meets with the management team, officers, and government relations on key public education and legislative issues. The managing director is a strategic leader of the association's management team who shares accountability in executing the association's mission, goals, and annual priorities in pursuit of the association's vision and strategic plan.

RESPONSIBILITIES:

- Direct, supervise, provide guidance, and evaluate the work of assigned staff.
- Maintain a comprehensive working knowledge of MSEA and NEA programs and services available to local affiliates including school quality, communications, research, membership, negotiations, organizing, contract maintenance, administration, legislation, and political action.
- Direct supervision over and management of organizing efforts including the development and execution of strategic organizing plans at the state and local levels.
- Provide support and guidance to staff and locals around all aspects of negotiations including the development and implementation of strategic contract campaigns. Work collaboratively with MSEA Legal on legal matters and processes associated with negotiations. Coordinate and direct the appropriate cross-departmental resources to the field to support contract campaigns.
- Identify specific program objectives for each professional staff member assigned and adjust assignments as necessary.
- Meet regularly with MSEA's management team and officers to coordinate MSEA's positions on key public education issues and school improvement initiatives.
- Identify specific program objectives for each professional staff member assigned and adjust assignments as necessary.
- Facilitate problem-solving and resolve disputes or problems concerning workplace issues such as education reform, evaluation, and testing.



- Identify, define, and recommend program services for affiliates.
- Monitor and evaluate the ongoing impact and progress of each program and service that assigned staff deliver.
- Build and maintain effective relationships with key NEA and local affiliate staff and maintain detailed records of affiliate needs and programs to be used as the basis for subsequent planning and delivery of services.
- Maintain regular contact with the Assistant Executive Director for the Center for Organizing and Advocacy to assure a thorough and coordinated delivery of MSEA and NEA program and services.
- Support integration of membership and professional development initiatives into local affiliate programs.
- Support the ongoing integration and expansion of MSEA's Racial Social Economic Justice work.
- Coordinate with MSEA Public Affairs on legislative issues affecting public schools and labor unions.
- Respond to inquiries from leaders, staff, affiliates, and members.
- Regularly work extended hours (exceeding 40 hours per week) including weekends and evenings, in order to perform assigned responsibilities.
- Work directly with MSEA committees and/or supervise staff liaisons to committees, as assigned.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in labor relations, public policy, education, or equivalent required; advanced degree preferred.
- Knowledge and mastery of management skills required; experience as supervisor or manager of professional and classified staff preferred. Project management and experience are essential.
- Seven years (minimum) association or labor union staff experience in organizational development, collective bargaining, grievance adjudication, organizing, development of training programs, and conference planning.
- Knowledge of the values, goals, and mission of MSEA, tenets of unionism, and the current core issues that resonate within the public education arena.
- Skills in effectively working with, engendering cooperative support among, and consulting/counseling/advising with leaders, members, and all levels of association management, governance, and staff.
- Skills that have been well developed in effective listening, strategic thinking, advocacy, time and people management, observation, eliciting information, persuasion, and influencing.
- Possession of strong analytical, problem-solving, and diagnostic skills.
- Ability to handle interpersonal disputes and minimize the effects of conflict on future interactions and job effectiveness.



- Ability and willingness to engage in routine travel and work extended hours.
- Valid US driver's license that complies with the state of Maryland.

Compensation

Salary: The starting salary range for this position is \$167,000 to \$178,867. Compensation is commensurate with experience.

Date of Employment: By September 1, 2024

Submission deadline: Open until filled

Email address: careers@mseanea.org

Interested applicants should submit a resume, cover letter and employment application to the email address above. Applications can be downloaded from the MSEA website at marylandeducators.org. 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.