

January 9, 2019

**Position Vacancy—Managing Director, Affiliates and Advocacy**

MSEA is seeking applicants for the position of Managing Director, Affiliates and Advocacy. This management-level position is housed at the Association's headquarters in Annapolis, Maryland.

Attached is a copy of the job description and application form. Applicants are strongly encouraged to submit all required materials by January 22, 2019.

If you are interested in applying for this position, submit

- a *letter of application*,
- the *attached application form*, and
- your *resume*.

Complete materials may be sent to:

Cathy Perry  
Assistant Executive Director  
Maryland State Education Association  
140 Main Street  
Annapolis, MD 21401-2020

You may also email materials to [careers@mseanea.org](mailto:careers@mseanea.org).

## **Maryland State Education Association Job Description**

PROGRAM AREA:	Center for Affiliates and Advocacy
POSITION TITLE:	Managing Director, Center for Affiliates and Advocacy
BARGAINING UNIT:	None
AUTHORITY AND RELATIONSHIPS:	Reports to the Assistant Executive Director, Center for Affiliates and Advocacy

### QUALIFICATIONS:

- Bachelor's degree in labor relations, public policy, education, or equivalent required; advanced degree preferred.
- Experience as supervisor or manager of professional and associate staff preferred.
- 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 national education policy and reform issues.
- Has or is able to obtain and maintain a valid US driver's license that complies with the State of Maryland.

### ABILITIES AND SKILLS:

The successful applicant must be able to demonstrate understanding of and proficiency in:

- Developing and executing organizing campaigns for membership recruitment and issues.
- Managing staff who participate in and develop organizing campaigns for membership recruitment and issues.
- Interpreting considerable amount of complex data, planning work projects, and refining methods and techniques used.
- Establishing criteria, formulating projects, assessing effectiveness of MSEA's efforts, and performing assignments of similar breadth and scope.
- Influencing, motivating or leading persons or groups to win support for Association objectives by persuasion or negotiation.
- Developing and maintaining effective cooperative relationships with others.
- Assessing difficult staff/governance relationships and develop a strategy to resolve the difficulty.
- Working with and maintaining data of a confidential nature.
- Exercising discretion and independent judgment.
- Demonstrating initiative and resourcefulness.
- Working in a Microsoft Office suite environment.
- Communicating effectively in a business environment, verbal and written, with all levels and groups.

- Performing duties with a high level of efficiency and accuracy.
- Working independently, and interacting effectively and frequently within our state association, with our local affiliates, and with outside organizations/agencies important to the accomplishment of association goals.
- Interacting effectively and frequently with individuals and groups both inside and outside the Association in moderately unstructured situations.

**RESPONSIBILITIES:**

- Direct, supervise, and evaluate the work of assigned staff.
- Identify, define and recommend program services for affiliates.
- Maintain a comprehensive working knowledge of MSEA and NEA programs and services available to local affiliates including school quality, communications, research, membership, negotiations, contract maintenance, administration, legislation and political action.
- Coordinate Association activities to enhance student achievement and close the achievement gap in concert with affiliates, other education and labor organizations, community groups and relevant state agencies.
- 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.
- 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 Affiliates and Advocacy to assure a thorough and coordinated delivery of MSEA and NEA program and services.
- Direct responsibility for organizing efforts with select affiliates.
- Support integration of membership and professional development initiatives into local affiliate programs.
- Coordinate with Government Relations on legislative issues affecting the Center for Professional Learning.
- Respond to inquiries from leaders, staff, affiliates and members.
- Work extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Work with MSEA committees, as assigned.
- Perform other duties as assigned.

*MSEA is an EQUAL OPPORTUNITY EMPLOYER.*

Date of Employment: As soon as possible  
 Email address: [careers@mseanea.org](mailto:careers@mseanea.org)/Web address: [www.marylandeducators.org](http://www.marylandeducators.org)  
 Deadline: January 22, 2019  
 Mail address: Cathy Perry, Assistant Executive Director  
 Maryland State Education Association, 140 Main St., Annapolis, MD 21401

**Maryland State Education Association**

**Human Resources  
140 Main Street  
Annapolis, Maryland 21401  
[www.marylandeducators.org/careers-msea](http://www.marylandeducators.org/careers-msea)**



***EMPLOYMENT APPLICATION***

MSEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES ALL PERSONS INCLUDING MINORITIES, WOMEN, AND INDIVIDUALS WITH DISABILITIES TO APPLY.

## Maryland State Education Association Employment Application

Position Title
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Name	First	Middle	Last
Address			Home Telephone Number
City, State, Zip			Office Telephone Number
E-mail Address			Cell Number:
If you are known to schools or references by another name, please give name			
When are you available to start?			
Have you ever worked for the MSEA?		If so, when?	
How did you learn about this vacancy?			
Are you legally eligible to work in the U.S.?			
<i>(Verification will be required upon hire)</i>			

### EDUCATION

	Name & Location	Major Field of Study	Specify Diploma, Degree, or Certificate received
High School			
Certified Technical/ Occupation Specific Training			
College or University			
Post Graduate Study			
Other (including military)			

*\*NOTE: An official transcript of the highest degree conferred may be required, if selected.*

**ADDITIONAL DATA:**

If appropriate to the position for which you are applying, please complete the following:

Operating Systems

Application Systems

Networks

Software used

Other equipment operated (*if applicable*)

Typing/Keyboard speed

words per minute

Note taking speed

words per  
minute

Please explain your experiences and skills which directly relate to and qualify you for this position. List honors, hobbies and organizational memberships, which you feel would enhance your application. Use additional sheets, if needed.

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**COMPLETE ALL SECTIONS, EVEN IF ATTACHING A RÉSUMÉ.**

**EXPERIENCE: (Begin with most recent position.)**

Employer			Dates of Employment From:                      To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO					

Employer			Dates of Employment From:                      To:		Salary Start:
Street	City & State	Zip	Job Title		Current: or Final:
Name and Title of Supervisor				Telephone Number	
Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO					

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Reason for Leaving					
Duties					
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO					

(Use additional sheets if necessary)