

BACKGROUND/HISTORY

ACE-AFSCME Local 2250 is one of AFSCME's largest education support personnel locals, representing over 6,000 members in Prince George's County. Local 2250 has a rich history of members standing up and fighting for the essential services for every child to be successful in and out of the classroom. We believe that every child deserves a high-quality education and that every school employee deserves fair pay and respect on the job. The work members do every day is critical to the success of the next generation, and our job is to advocate for our community and ourselves.

Local 2250 is currently seeking an Executive Director who has a proven track record as a progressive leader with an innovative and creative mindset. The goal for Local 2250 is to build and strengthen our relationships with all of our members through education and technology. Member involvement encourages activism and strength in numbers making for a strong Local 2250.

POSITION OVERVIEW

The Executive Director is appointed by the Executive Board and shall serve at the direction of the Executive Board. The Executive Director is the CEO of the Association and the Executive Board. Under the supervision of the Executive Board, the Executive Director administers the affairs of the Association and supervises and directs all of the work of the Association.

ROLES AND RESPONSIBILITIES***Organizational Management***

- Make all major administrative decisions for the Association.
- Ensure necessary services to local associations, delegating this responsibility as necessary
- Work in partnership with the President (i.e., planning and organizing governance meetings of the Association).
- Serve as an advisor to the Executive Board and its committees.
- Assist the Executive Board in understanding its policy development responsibilities.
- Keep abreast of professional and educational trends.
- Maintain good working relationships with elected officials, the local AFL-CIO Central Labor Council, other unions and community groups.
- Prepare and submit regular reports to the Executive Board.

Staff Management

- Serve as chief of staff.
- Provide leadership for staff commitment to Association policy, goals and objectives.
- Implement the policies established by the Executive Board and the membership on a day to day basis.
- Assign staff resources to programs and projects as deemed necessary.
- Participate in the development and delivery of education and training for the staff, leadership, and activists.
- Coordinate, direct, and evaluate the work of staff employees, delegating supervision to other management employees as appropriate.

Corporate Management

- Develop and maintain fiscal budget with regulatory accountability to the Executive Board.
- Oversee compliance with legal and regulatory requirements.

REQUIRED COMPETENCIES

The successful candidate must exhibit verifiable past successful management experience in the following:

Member Focus

A leader who values public education and is focused on member needs. Someone who believes in member engagement, trust, and loyalty, and who is committed to fostering strong relationships between the local and its members. An experienced leaders who has successfully demonstrated an ability to implement high quality programs and services that brings value to members. Demonstrated experience in using data to identify ways and means for offering value to members as related to their professional practice and careers. Ensures that the Local stays vibrant and relevant as the education landscape and the demographics of the workforce continue to evolve.

Strategic Planning and Execution

Has a verifiable success in leading organization-wide efforts in planning and driving effective implementation to achieve results. Has demonstrated experience in managing and improving processes. Promotes a global, “big picture” perspective, and champions meaningful innovation. Shows evidence of the use of sound judgment in analyzing issues, recognition of global implications of planned actions, and ability to create strategic advantage.

Inspiring Leadership

A visionary who inspires confidence with a record of success in organizational innovation and change. An influential public policy advocate who understands the central role support personnel play in leading change in their professions. An organizer with a solid grasps of the role that leaders and staff play in building member power. An open-minded, nimble leader who can learn while leading and has the flexibility to adapt to political/organizational realities. Has a record of attracting and motivating highly talented staff, along with the ability to coach and mentor. Has a proven record of effective collaboration and relationship-building.

Effective Communicator

An effective communicator who has excelled in building successful internal and external relationships. Has an established record of fostering teamwork and consensus, effectively managing conflict, provoking creative problem-solving and risk-taking, and is inclusive of diverse individual and cultural perspectives. An ability to juggle multiple projects with clear priorities and to easily articulate the connections between the big picture and specific action plans and timetables.

Business Knowledge

Has a record of long-term financial planning, managing finances and resources, and providing accurate information and guidance to governing boards. Has a record of creating fiscal soundness, sustainability, and resource stewardship. Has ability to manage and promote new technology, tools, and business practices to enhance the Association’s interests.

EDUCATION/EXPERIENCE

- Bachelor’s Degree from an accredited four-year college or university required, advance degree preferred.
- A record of life-long learning, including recent labor & professional development work i.e. lead negotiations and administration of collective bargaining agreements.
- A record of successful leadership experience in positions of increasing responsibility including management at a senior level for at least five years.
- Background in public policy, labor advocacy, and/or business administration.
- Ability to oversee and execute Political and Legislative relations, activities, and campaigns that impacts our union, including diplomatic relations with elected and administrative officials.

- Experience in public education advocacy preferred.
- Experience with internal and external organizing with labor union(s).
- Demonstrates Computer proficiency including database, spreadsheet, email, internet, word processing and social media.
- Strong oral and written communication skills.
- Ability to work long, irregular hours, and weekends.
- Ability to travel as needed.
- Ability to exercise excellent judgment while working under pressure.
- Experience reporting to and advising an elected executive board.

COMPENSATION PACKAGE

Salary is highly competitive and commensurate with experience. We provide an excellent benefits package, including health insurance, retirement benefits, vacation, and sick leave.

TO APPLY

To be considered for this position, please provide the following:

- A current resume reflecting qualifications for this position
- A letter of application which specifically addresses how accomplishments in your career have prepared you to meet the challenges and opportunities presented in this position
- Three letters of recommendation, two of which should be from current or previous employment

All materials must be sent electronically to the following:

Margolies, Potterton & Associates, ACE-AFSCME Local 2250 Search Committee
Edgar deJesus, dejesusedj@yahoo.com

To protect the integrity of this search and selection process, we require that all prospective Executive Director Applicants and their advocates refrain from contacting members of the Local leadership and/or staff about this position. Any questions, concerns, or confidential inquiries about the process should be directed to the Search Consultants listed above.

APPLICATION DEADLINE: March 20th, 2020