

## **EXECUTIVE DIRECTOR/CHIEF OF STAFF**

**Organization: Education Minnesota**

**Status: Full Time, Employee**

**Employment Class: Executive**

**Location: St. Paul, Minnesota**

**Supervisor: Education Minnesota President**

**Function: Chief operating official of state educators union**

Education Minnesota, the state's 70,000 member educators' union, is seeking an executive director/chief of staff. This outstanding and challenging opportunity is located in Education Minnesota's headquarters in St. Paul, Minnesota.

### **Position Description:**

The role of Executive Director/Chief of Staff is to manage and direct the development, supervision and implementation of all field, public affairs and financial programs and activities of Education Minnesota and its various operating entities. In addition, this position is the primary liaison with the National Education Association (NEA), the American Federation of Teachers (AFT), the Minnesota AFL-CIO, top leaders in government and numerous state level education organizations.

This position holds ultimate responsibility for the supervision of Education Minnesota's approximately 150 employees.

As the custodial officer, the Executive Director/Chief of Staff is responsible for all documentary and archival records of Education Minnesota related to all official business of Education Minnesota, including but not limited to affiliation agreements, affirmative action programs, employment contracts and other contracts, charters, trust instruments, legal documents related to ownership and other interest in property both real and personal, local union constitutions, and current lists of locals and members.

The Executive Director/Chief of Staff reports to the President. The current President took office July 1, 2007 and was elected to a 3-year term.

Education Minnesota is dedicated to providing its membership with a united voice for public education, leadership in education innovation, dedication to Minnesota students and families, and commitment to the needs of its members. As the state's largest union, Education Minnesota has 70,000 active members in 439 locals across the state. Members include PreK-12 classroom teachers, higher education faculty and education support personnel plus an additional 15,000 retired, student and "other" members. It has an operating budget of more than \$28 million, a pension fund of approximately \$42 million, and \$2.85 million in other budgetary responsibilities.

### **Specific Responsibilities Include:**

- Coordinate appropriate activities to achieve maximum results in implementing the program goals of Education Minnesota, as directed by the President.
- Assist the President in developing proactive programs and positions in response to the changing external environment and the emerging issues that affect the membership.
- Develop and/or implement action programs to accomplish organizational goals and objectives adopted by the Governing Board and/or the Representative Convention.
- Advise and assist the Secretary-Treasurer in preparing the budget.
- Administer the budget adopted by the Governing Board and execute financial transactions and operations according to the policies of the Governing Board.
- Responsible for Education Minnesota's legislative and election initiative achievement.
- Communicate with the officers regarding policies, procedures, and the financial condition of Education Minnesota in addition to other urgent and critical matters.
- Hire staff according to policies established by the Governing Board, provide job descriptions for each staff position and implement the affirmative action policy.
- Administer contract and personnel policies adopted by the Governing Board.

- Evaluate the work of all staff and report the results to the President including new developments in staff work activities.
- Assist the President in maintaining effective and appropriate relationships with the NEA, AFT, AFL-CIO and external organizations such as statewide education groups, government leaders and coalitions.
- Report to the Governing Board regularly on Education Minnesota activities and programs, including financial status, work program progress, and new developments.
- Represent Education Minnesota as directed by the President.
- Ensure that Education Minnesota programs, activities and practices are in compliance with all applicable state and federal laws.
- Directly supervise four management staff.

**Essential Accountabilities:**

- Advise and recommend to the executive officers/Governing Board policies, procedures, and programs to maximize the effectiveness of Education Minnesota at the state and local level.
- Hire/supervise/direct the work of staff (through Education Minnesota’s management structure) and develop cooperative and effective relationships to attain high productivity, high morale and a spirit of cooperation among staff and governance.
- Responsible for collective bargaining with the two staff unions.
- Make certain the executive officers are fully informed about important developments both internally and externally that might impact the organization or its members.
- Provide oversight and recommendations in the development of the budget and oversight for the execution of all financial transactions.

**Qualifications:**

- Bachelor’s degree in relevant field; advanced degree desirable
- 10+ years experience preferred in similarly sized and complex organization with a significant background in management of a large staff and staff leadership/organizational development
- Extensive experience in budget development and control
- Extensive experience in political and legislative affairs and public relations
- Nonprofit experience or leadership in a membership-driven organization desirable
- Coalition-building skills
- Exceptional leadership and interpersonal skills
- Excellent written and verbal communication skills
- Thrives in a changing/transitional environment
- Significant program management experience
- Works well as part of an executive team
- Commitment to serving the President and the vision of the organization
- Proficiency in managing multiple and diverse projects concurrently
- Progressive thinking to envision long-range ramifications of decisions
- Excellent listening, reasoning and advisory skills
- Integrity
- Demonstrated organizing experience
- Poise and professionalism in the face of adversity or conflict

15-30 percent statewide travel may be required.

Education Minnesota offers a competitive salary and benefits package commensurate with the selected applicant’s background, experience and qualifications. Relocation assistance is also available.

Education Minnesota is an equal opportunity employer and seeks diversity in its workforce. Women and members of ethnic minority groups are specifically encouraged to apply.

**Application:**

Interested parties should submit a resume, cover letter and salary requirements to [hr@educationminnesota.org](mailto:hr@educationminnesota.org).

Only electronic submissions will be accepted. Applications will be accepted until the position is filled. However, an initial review of applicants will begin in November.