



## **EXECUTIVE DIRECTOR**

The Prince Georges County Educators' Association (PGCEA) seeks an experienced manager who is member-focused, visionary and strategic in their thinking, values diversity, and has demonstrated success in modeling excellent behaviors and exhibiting sound judgment in service to the fiduciary and financial operations of an organization. The ideal candidate will have experience in promoting member engagement, leading staff, modeling financial stewardship and resource management, and establishing and implementing strategic planning. Our next Executive Director will empower and support leaders and staff to grow our member-led identity and the mission of our Association. The successful candidate will possess strong, collaborative leadership skills with a background in labor negotiations and relations, organizing, and public policy.

PGCEA is an advocacy organization that actively represents classroom educators and other instructional personnel to negotiate over wages and other terms and conditions of employment. PGCEA supports quality schools through its bargaining efforts to retain and attract teachers of excellence and promote opportunities for ALL students to learn. We are a growing local option affiliate of the Maryland State Education Association (MSEA) and the National Education Association (NEA), representing approximately 9,000 member educators who work in Prince George's County Public Schools.

### ***POSITION DESCRIPTION, OPPORTUNITIES AND RESPONSIBILITIES***

#### ***You are the Association's Chief Staff Officer and Chief Financial Officer***

You are responsible for adeptly managing and skillfully executing the long-term vision and strategies of the Association as outlined in its Constitution, Bylaws, Policies, and Strategic Plan, as directed by the Representative Assembly and the Board of Directors. You are responsible for overseeing an annual budget exceeding \$2.4 million that supports the program and financial resources allocated to achieve the Association's goals, objectives and priorities. You supervise 4.8 MSEA union employees, 2 local option union employees, and 5 PGCEA union associate employees. You exercise sound, strategic judgment in analyzing issues, assessing risks/benefits and global implications of ideas when planning to create strategic advantage for the Association.

#### ***You Are the Key Advisor to the Association's Officers and Governing Bodies***

In your role as ex-officio, non-voting member of the 11-member PGCEA Board of Directors, you are responsible for consulting with and advising Association-elected leaders on how their policy and strategic decisions affect the Association's operations, effectiveness, and image. You will work closely with the Association's President, Vice President, Treasurer and its Board of Directors. You are decisive and bring a restorative justice mindset that promotes individual and cultural diversity, racial and social justice. You lead the Association in operational review and strategic planning.

#### ***You Lead the Staff in Association Development***

You are skilled at fostering collaboration, influencing, engaging, coaching and developing staff, building talent pools, and managing change that demonstrates a personal and collective, passionate commitment to member-led Association values, mission and power. You unleash the full potential of others by providing needed resources and support. You energize and inspire staff by appraising their strengths and weaknesses and providing accurate, motivating feedback and constructive criticism.

### ***YOUR TECHNICAL SKILLS AND ABILITIES***

#### ***You are experienced in leading and managing complex environments.***

You provide strong leadership in managing a complex environment with multiple priorities. You recognize the need for balancing militancy with relationality when there is a need for decisive action. You model a collaborative

leadership style that supports diversity and professional growth. You create a climate where members are empowered to lead in service to the Association's goals. You foster positive working conditions that are committed to the concepts of equal opportunity, social justice, and workplace diversity. You embrace diversity of engagement that values all aspects of the Association including generational, structural, ethnicity-based, and geographical differences.

***You have successful experiences in fostering and sustaining a culture of organizing.***

You advance a culture of organizing and encourage the use of organizing to continue growing membership, increasing leadership capacity, and developing local association structures and member-led power. You engage staff and leaders to appropriately balance an organizing model and service model approach to the Association's work.

***You are politically astute and fully support labor union and public education values.***

You model political activism by cultivating external relationships that result in pro-public education and pro-labor policies. You establish and maintain effective relationships and coalitions between the Association and the broader community. You have a clear understanding of the need to prioritize and grow awareness of how member activism in local, state, and national politics affect public education and educators. You are on top of issues and challenges facing public education and the increasing global implications of education reform and anti-union sentiment.

***You are an excellent communicator who builds strong relationships within and outside the Association.***

You are an effective communicator for the Association, comfortable in using both traditional and digital methods of communication. You promote quality communication among all levels of the Association by openly sharing and clarifying ideas and information with and between the Board of Directors, leaders, and staff, that strengthen understanding and buy-in related to Association structure and decision-making. You work collaboratively with MSEA managers to supervise assigned staff and hold them accountable for aligning their work with the Association's strategic priorities. You build and cultivate strong relationships with other education stakeholders, and labor Associations to effectively pursue the Association's mission. You establish effective and appropriate power relationships between the Prince George's County Public School administration and Board of Education, MSEA, and NEA. You foster collaboration and teamwork, build consensus, and are able to engage and inspire all stakeholders to achieve collective results. You leverage the opportunities of capacity, resources, and drive that are presented by working in close proximity to NEA and MSEA partners, in a prime location, with easy access to the national stage and media.

***You are a highly experienced and skilled negotiator--both strategic and innovative in your approach to negotiating.***

In this role, you are the Association's chief negotiator and spokesperson at the bargaining table. You negotiate skillfully to create the best outcome possible. You promote models, ideas and proposals persuasively, shape stakeholder opinions, promote and project a positive image of the Association while winning acceptance for proposed changes and new initiatives, working through conflicts and negotiating win/win solutions. You are transparent in collecting data and applying appropriate metrics to analyze and support issues/positions. You apply deep knowledge and technical skill in designing and implementing innovative solutions designed to strengthen contract language and salary schedules. You skillfully, strategically, and successfully "make the case" for improving the wages, hours, and working conditions of our members.

***You are a skilled financial manager who can provide high-level oversight to the fiscal and budgetary management of the Association.***

You are well-versed in financial and operational controls as well as fostering creative solutions for membership growth, and revenue enhancement, including appropriate grant acquisitions. You work closely with the Treasurer and the Budget Committee to prepare and manage the Association's budget and investments. You lead the long-term financial stability, sustainability, and growth of the Association.

***You are skilled in leading and implementing strategic planning.***

You are a champion of meaningful innovation that creates strategic advantage for the Association through the methodical development of plans that align work and processes with present and future direction and goals. You drive for results while being flexible and adaptable in response to a changing environment. You are capable of adeptly shifting course as appropriate to position leaders and staff to achieve desired outcomes.

## ***EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS***

- Bachelor's Degree from a 4-year college or university.
- A minimum of 3- years successful experience as a middle- or executive-level manager of professional staff is preferred.
- Management experience in the education or labor field, or in a membership-based association is preferred.
- Demonstrated oversight of financial and budgetary matters is preferred.
- Experience in the public education system and/or in an advocacy association such as a national association, state association, labor association, or community association is preferred.
- Experience reporting to a Board of Directors or governing body is required.
- Background in organizing and collective bargaining is required.

## ***COMPENSATION, BENEFITS, AND TRAVEL***

- PGCEA is prepared to offer a competitive salary (starting at \$150,000) based on skills and experience. We also offer a benefits package that includes car allowance, medical, dental, vision and prescription drug coverage, retirement plan, and long-term disability insurance, consistent with demonstrated experience, skills and abilities.
- Significant county-wide travel and occasional state and/or national travel will be required.

## ***APPLICATION***

- Candidates interested in the position should **submit a résumé or professional vitae** that includes the following:
  - Indicate the months and years of employment for each position.
  - Certify your resume by adding the following statement "I certify that the information on my resume is true and accurate."
  - For each position listed, provide reasons for separation.
- A **letter of interest** which specifically addresses and includes examples of how your career accomplishments have prepared you to meet the challenges and opportunities presented in this position.
- Please note your **preferred pronouns**, if any, in one or both of your submitted items.
- **Email your resume and cover letter** (with subject line: Executive Director – PGCEA) to Debra Schwoch-Swoboda, Sr. Associate, Unionsearch.org, Margolies, Potterton and Associates at [dswoboda@unionsearch.org](mailto:dswoboda@unionsearch.org).

**Deadline for first application review: January 5, 2022, 5 pm ET.** Position open until filled. Selected applicants will be invited for an in-person interview on February 8-9, 2022. The anticipated start date is March-April 2022.

*PGCEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants. As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected category recognized by state, federal or local laws.*

Please visit our website for more information: [www.PGCEA.org](http://www.PGCEA.org)