

NOTICE OF JOB POSTING



Arizona
Education
Association

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Web site:
www.arizonaea.org

Position: Deputy Director, Director of Member Engagement and External Affairs

Date of Posting: January 18, 2022

Close of Posting: Until Filled

The Deputy Director and Director of Member Engagement and External Affairs shall be appointed, supervised, and evaluated by the Executive Director and is responsible for overseeing the management of lobbying efforts, campaigns, elections, communications, and professional development programs. The Director is responsible for supervising staff in the lobbying, political, communications and quality teaching and learning departments and will work with the Organizational Consultants and Associate Staff in those programmatic areas. The Director will also take the lead in handling AEA/AEASO workplace issues and oversee the management of the organization at the discretion of the Executive Director in his/her absence.

Please submit your résumé, cover letter and 3 references to:

Arizona Education Association
Attn: Nicole Adams
345 E. Palm Lane
Phoenix, AZ 85004
fax: 602-240-6887
email: Nicole.Adams@ArizonaEA.org

Should your résumé generate further interest, AEA will send you an Employment Application. This completed application must be submitted for any further employment consideration.

Education and Experience Required

- A minimum of a Bachelor's Degree in Education, Management or equivalent and related field.
- A minimum of five years experience in project, program or personnel management in the field of Organizational Development, Politics, Organizing, or related field.
- Employment experience in public education and an advocacy organization such as NEA, state education associations, labor organizations, or community organizations.

Duties and Responsibilities:

- Serve as acting Executive Director as requested during any absence of the Executive Director.
- Oversee and direct the work of the Organizational Consultants in the government relations (lobbying) and political roles, the communications role, and the quality teaching and learning role.
- Oversee and direct the work of the Associate Staff assigned to assist AEA program work as it relates to graphic design/communication and the AEA Public Policy Team.
- Assess the training needs of assigned staff and make appropriate recommendations on fulfilling those identified needs.
- Develop relationships and partner with other state-wide education organizations and advocacy groups so that AEA is seen as a respected and valued partner at the state level.
- Lead in the development of the various grant writing proposals to the NEA as they relate to campaigns and elections, legislative crisis proposals, communication support, and professional learning proposals.
- Work with the lobbyist to develop appropriate reporting and sharing of information to AEA officers, executive director, communications, and field staff so information is flowing and a general awareness of important matters is shared with AEA members to engage them during the course of the legislative session and through AEA lobby day efforts.

AEA's MISSION

AEA...
*keeping the
promise of
quality
public
education*

- Strategize with the political organizer to develop a campaign plan that is realistic and focused from the local level up so that political action is a means to develop capacity, build power and engage our members at the local level.
- Coordinate strategy with our locals to recruit and train school board candidates.
- Strategically partner with allies and legal experts to assist pro-public education advocates to qualify for the ballot and challenge anti-public education candidates from making the ballot.
- Assist the political organizer with a year-round approach and plan to fundraise for the AEA Fund for Public Education and the Education Improvement and Defense Fund.
- Work to establish local PAC committees and train them on fundraising ideas, engagement opportunities, and reporting requirements.
- Conduct an audit on current communications practices and survey members so AEA can effectively target ongoing efforts to effectively reach all members and not just those who are current leaders. Develop a focus group of potential members to further enhance this information on how AEA is perceived and what information they know about the statewide union.
- Pursue a statewide branding effort so AEA is highly visible to both members and potential members and is seen as leading on issues that matter.
- Develop a wrap-around communications plan that incorporates multiple ways of sharing AEA's message across various platforms on social media, print media, and through AEA's website and publications.
- Create a cadre of local leaders and educators who have been media trained and prepared to speak on education policy matters at the state legislature and before the media.
- Develop trainings for local associations to assist them in communications efforts with both members and potential members so they are regularly sharing the important work the union is doing and asking people to join them in their efforts to build power and membership at the local level.
- Manage the development, implementation, and evaluation of professional development programs and other activities that reflect the union's value of teaching as an esteemed profession.
- Promote professional development opportunities that are of value to new educators to assist them in being successful in the profession. These offerings should be tied into the work of the local association, so that new educators see their local union leading these training opportunities and fostering positive working relationships with district administration.
- Provide periodic reports to the Executive Director, State Officers, and/or Board of Directors.
- Perform other related tasks and duties as assigned by the Executive Director.

Required Knowledge, Skills and Attributes:

- Experience in supervision and motivation of staff and leaders in a team based, high-performance organization.
- Ability to mentor, coach and develop others by developing performance outcomes, accurately assessing employees' strengths and improvement needs, providing feedback, and creating action steps to ensure development of staff over time.
- Demonstrated experience and expertise in managing a variety of programs within a membership-based organization.
- Leadership skills, including the ability to think strategically, facilitate dialogue for shared results and facilitate problem solving through a variety of strategies.
- Experience in budget development and maintenance processes.
- Effective communication skills and ability to build and maintain positive working relationships while working with a variety of leadership styles and perspectives.
- High standards of excellence, personal integrity, the use of sound judgment, and knowledge and sensitivity to cultural and personal differences.

- Willingness to work long hours and occasional weekends and travel extensively to regional offices and local associations within the state.

Salary Range: Commensurate with experience and training

Benefits: Consistent with the AEA/AEASO Collective Bargaining Agreement including employer paid health insurance and generous vacation package

*The Arizona Education Association is an equal opportunity employer
with an affirmative action employment program.
Minorities and women are encouraged to apply.*