

## Announcement of opening for the position of

### **Executive Director**

### **North Carolina Association of Educators (NCAE)**

The North Carolina Association of Educators seeks an energetic, highly motivational, collaborative and influential leader for the position of Executive Director. The Executive Director will work in partnership with the Association's governance and staff to provide operational leadership for NCAE to fulfill their vision of "An equitable, quality public education for every child." The successful candidate for this position must possess the commitment, vision, integrity, skills, and experience to assist and guide NCAE in the pursuit of its mission: "To be the voice of educators in North Carolina that unites, organizes and empowers members to be advocates for education professionals, public education and children."

#### **HISTORY**

The North Carolina Association of Educators was formed on July 1, 1970, by the merger of the North Carolina Education Association and the North Carolina Teachers Association. Documents were signed at the NEA Convention in San Francisco, California, and the new Board met for the first time.

The North Carolina Education Association was organized in 1857 and the North Carolina Teachers Association was organized in 1880.

NCAE is a state affiliate of the National Education Association, the largest professional employee organization in the nation. NCAE adopted an amendment to the Constitution requiring unified membership with the National Education Association in 1974, effective with the 1974-1975 membership year.

NCAE is the state's largest education advocacy organization for public school employees and represents active, retired, and student members. NCAE is an all-inclusive Association with all categories of professional school personnel eligible for membership. Teacher assistants are eligible for membership in the North Carolina Educational Support Personnel Council which is directly affiliated with NEA.

NCAE occupied its modern headquarters, the NCAE Center, in 1979. NCAE is governed by an annual Representative Assembly and a Board of Directors. The Board meets a minimum of four times a year.

#### **POSITION OVERVIEW**

The Executive Director is the NCAE chief executive officer. The position reports directly to, and serves as a non-voting member of, the Board of Directors, who set Association policy. The Executive Director is charged with adeptly working with the President, advising the Board, and skillfully representing the long-term vision and strategic direction of the Association, guided by the NCAE Constitution and Bylaws, NCAE governing body, and local, state and federal laws and regulations.

#### **DUTIES AND RESPONSIBILITIES**

- **Institutional Leadership** – exercise inclusive and decisive leadership to advance the mission and vision of the NCAE in accordance with state and federal laws and regulations
- **Long Range Planning** – maintain focus on the strategic goals and priorities established by systematic and strategic planning processes
- **Stewardship of Financial Resources** – provide oversight and necessary due diligence to ensure the financial health of the Association
- **Organizational Effectiveness and Accountability** – drive for continuous improvement utilizing data and measurement to insure effectiveness and efficiency of NCAE programs and services.
  - Cultivate a culture that encourages reciprocal accountability by developing a team of staff and stakeholders that upholds the integrity of NCAE's mission and core values. Encourage employee creativity, innovation, and independent decision making, while establishing performance and success metrics to ensure that all team members successfully meet organizational goals. Lead with honesty and transparency.

- **Public Education Advocacy** – champion public education in North Carolina, including building collaborative relationships between NCAE and external stakeholders in order to shape the highest professional standards for state and federal education policy
- **Staff Relations** – support high standards for work on behalf of NCAE members and build effective relationships with management and staff.

## **OPPORTUNITIES AND CHALLENGES FACING NCAE**

- NCAE is recognized in every corner of the state as the voice of education professionals advocating for high quality public education.
- The state of North Carolina is a premiere hub for technology which supports NCAE's ability to support and help prioritize the needs of educators and students as they face the challenges of COVID-19 and beyond.
- NCAE is led by an elected president and elected board (of directors) who recognize the need to create and implement a well-developed strategic plan and implement changes that are designed to better public education and the professional lives of its members.
- NCAE is committed to a culture of organizing in which members are engaged and mobilized to grow and strengthen their local associations in order to improve student outcomes, secure the proper teaching and learning conditions, and achieve educational opportunity and equity for all students.
- A new generation of educators provide NCAE with the opportunity to forge fresh relationships and increase its relevance.
- NCAE honors history while embracing a future that is full of promise and innovation.
- NCAE desires to create an intentional branding campaign to bring more visibility to the association as the leading expert on education.
- NCAE is poised to build strong alliances with external organizations that support public education.
- NCAE is committed to leveraging the diversity of a multicultural community and workforce.
- NCAE is committed to continue outreach work with existing and new education, business and other public sector partners in support of quality education and equitable/adequate opportunity for all students.

## **REQUIRED COMPETENCIES**

### **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 among NCAE and its members. An experienced leader who has successfully demonstrated the ability to implement high quality programs and services that brings value to members. Demonstrated experience in using data to identify additional ways to offer value to members' professional practice and careers. Ensures that the NCAE stays vibrant and relevant as the education landscape and the demographics of the workforce continue to evolve. An influential leader who understands membership and is able to expand market share, has effectively led innovative strategies, programs, initiatives, and policies designed to attract and increase new membership. An established leader with the ability to drive member engagement and to increase member retention.

### **Strategic Planning and Execution**

Documented experience in leading organization wide efforts in planning, implementation, process improvements, innovation, financial management and building high performance work teams. A record of executive leadership in strategic planning that required significant organizational change, including experience utilizing reliable methods to ensure accountability and timeliness in the execution of strategic goals and objectives. Strong ability to delegate but resists the urge to micromanage. Specific evidence that reveals past approaches to work that demonstrate personal expertise in assessing benefits and risks toward a goal of creating strategic advantage. An individual who possesses the ability to manage multiple projects with clear priorities and to easily articulate the connections between the big picture and specific action plans and timetables.

### **Leadership**

A passionate public education advocate who understands the central role educators play in leading change in their profession. A proven record of senior organizational leadership marked by a passion for education. A visionary leader who has confidently engaged others to identify and work toward common goals. Capable and willing to voice respectful and effective dissent when and where appropriate.

Must possess a growth mindset, a collaborative workstyle and be able to communicate effectively with a broad range of internal and external partners. Must have the confidence to lead courageously and possess resilience in a rapidly changing environment.

Evidence of success in achieving desired outcomes when leading organizational innovation and change; a courageous leader who has shown organizational savvy and flexibility in confronting and adapting to challenging and changing political and organizational realities. Must be capable and willing to voice respectful and effective dissent when and where appropriate. A proven ability to grow a membership base. An empathetic leader who has a demonstrated, successful record of attracting and empowering a highly talented staff and is skilled at coaching and mentoring. Has success in building and maintaining effective coalition partnerships.

### **Communication**

An effective communicator who has excelled in building successful relationships. An established record of fostering teamwork and consensus, effectively managing conflict, provoking creative problem-solving, and necessary risk taking, and is inclusive of diverse individual and cultural perspectives. An influential leader who has the ability to deepen and refine all aspects of communication, from internal to external relationships with the goal of creating a strong brand for the NCAE.

### **DESIRED EXPERIENCE**

- A minimum of 3-5- years of middle or senior management experience in positions of increasing responsibility, in the field of education, labor/union advocacy, public policy, not-for-profit leadership or other related field.
- Strong business acumen to include financial and day to day operations management.
- Background in public policy and/or labor advocacy.
- Experience reporting to and advising an elected board of directors.
- Strong communication skills with a commitment to honesty and transparency.
- Visionary analytical leader who utilizes data to anticipate future trends.
- Lifelong learner who supports structures for staff professional development.

### **EDUCATION**

Bachelor's degree from an accredited four-year college is required; Master's Degree preferred.

### **COMPENSATION PACKAGE**

Commensurate with experience and qualifications.

### **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.

All materials must be sent electronically to the following:

Margolies Potterton and Associates, Union Search LLC

NCAE Search Consultants

[jpotterton@sbcglobal.net](mailto:jpotterton@sbcglobal.net)

For all questions regarding this search, including confidential inquiries, please contact:

**Jim Potterton** (West Coast)

[jpotterton@sbcglobal.net](mailto:jpotterton@sbcglobal.net)

(831) 3329324 (Pacific time zone)

**APPLICATION DEADLINE: Friday, January 29, 2021 at 5:00 pm (EST.)**