Announcement of opening for the position of

EXECUTIVE DIRECTOR
GRANITE EDUCATION ASSOCIATION

The Granite Education Association (GEA) seeks a seasoned, dynamic, senior-level management executive who has demonstrated, successful experience in leading and evaluating staff, creating budgets and directing resources, advocacy work, and is the consultant to the Board of Directors. The ideal candidate must possess sound management skills with a background in education, public policy, organization development, and/or labor relations. This is a management position.

DATE POSTED: June 8, 2020 CLOSING DATE: June 26, 2020

STARTING DATE: Negotiable

SALARY: Commensurate with qualifications and experience.

BENEFITS: Employee only medical, vision, dental with the ability to purchase family coverage. Retirement benefits through Utah Retirement System benefits, which include a pension and 401k.

BACKGROUND: The GEA is:

• A teacher association of over 2,300 educators employed by the Granite School District in Salt Lake City, Utah.
• A local option affiliate of the Utah Education Association and the National Education Association.
• Largest local teachers’ association in the state.
• Collaborative in its relationship with Granite School District and Board of Education.
• The recognized bargaining agent for Granite School District.
• An organization that has transformed itself in relevance to its members.
• An organization where its members have high expectations of their Association and how dues dollars are spent.

POSITION DESCRIPTION AND RESPONSIBILITIES:

You are the Association’s Chief Executive Officer and answer to the Board of Directors

The Executive Director must have the vision, integrity, and experience to lead the staff and guide the GEA Board of Directors. Protection of the organization is critical. This person is responsible for the budgets and directing resources to achieve the organization’s goals and objectives. In addition to overseeing staff, the Executive Director is responsible for the management of two annual budgets. You will be responsible to recruit, hire, direct, motivate, evaluate and separate GEA employees. You will also serve as the custodial official for all documentary and archival records relating to the official business of the association.
You are the Key Advisor to the Association’s Officers and Governing Bodies
You will report directly to the 10-member Board of Directors. You will anticipate issues, consult with and advise Association-elected leaders on how their policy decisions affect the Association’s health, operation, effectiveness, and image. You will work closely with the Association’s President, Vice President, and its Board of Directors. You are skilled at thinking strategically, analyzing issues, assessing risks and benefits, establishing plans, and using sound judgment to implement them to conclusion.

You Strategically Develop and Implement Programs for the Association
You create strategic advantage for action and results; use sound judgment in establishing and monitoring plans; manage and improve processes; and, drive effective implementation. You promote a global perspective and champion meaningful innovation, including technology. You are responsible for adeptly managing and implementing strategies of the Association as outlined in its Constitution, Bylaws, and Board policies.

YOUR ABILITIES AND TECHNICAL SKILLS

You are experienced in leading and managing large, complex organizations.
You model collaborative leadership. You create an environment where governance, management and staff are empowered to move the Association forward. You understand a complex environment with multiple priorities and effectively balance those demands with the need to make decisions, act and direct staff. You artfully assign and monitor the utilization of limited human resources, financial resources, and material resources to achieve the maximum results.

You are an excellent communicator who builds strong relationships.
You promote quality communication among all levels of the organization by openly sharing ideas and information with the Board of Directors, Leaders, and Staff. You will continue the culture of working collaboratively with the School District. You can engage and inspire others to achieve collective results. In addition, the Executive Director shares the responsibility of representing GEA and serving as spokesperson (internally and publicly) in the absence of the GEA President.

You are politically astute and fully support labor and public education values.
You encourage political action and strengthen district relationships to influence legislation that results in pro-public education policies. You exhibit a clear understanding of how local, state and national politics affect public education. You maintain awareness of current issues and challenges in public education and the increasing global implications of education reform and privatization efforts.

You are a skilled financial manager who can provide high-level oversight to the fiscal and budgetary management of the Association.
You work closely with the Office Assistant to prepare and manage the Association’s finances and budget. You are well-versed in financial and operational controls as well as fostering creative solutions for membership growth and revenue enhancement.
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

• Bachelor’s Degree in Law, Education, Public Policy, Management or related field is required. Master’s Degree in Education Leadership, Law, Management, Administration, Organizational Development, or related field is preferred.

• A minimum of 3 years successful management experience in human resources, law, program and/or project management in the education or labor field, or a non-profit membership-based association is required.

• Demonstrated financial and budgetary expertise is required.

• Experience reporting to a Board of Directors or governing body is required.

• Experience in public education system and/or in an advocacy role.

• Background in labor relations and collective bargaining under the NLRA is preferred.

• The following experiences are most relevant:
  o Classroom teaching experience
  o Advocacy and knowledge of the labor law.
  o Experience in growing membership for a due paying non-profit organization.
  o Bargaining experience.
  o Building organizational capacity.

APPLICATION

Candidates interested in the position should submit an application, letter of interest, résumé or professional vitae, and three (3) professional references in confidence to:
Granite Education Association
Attention: Star Orullian
875 East 5180 South, Suite 1
Murray, Utah 84107

Or send via email to: Starleen.orullian@myuea.org

The application deadline is June 26, 2020 at 5:00 PM. Selected applicants will be invited for an interview process the week of July 6, 2020. The anticipated start date is August 1, 2020.