IOWA STATE EDUCATION ASSOCIATION

Associate Executive Director of Affiliate Services

The Iowa State Education Association (ISEA) is a member driven organization that includes classroom teachers, education support professionals, Area Education Agency staff, Community College faculty and staff, college students, and retired educators. ISEA is seeking a qualified candidate to fill the position of Associate Executive Director of Affiliate Services (UniServ Manager).

Job Summary:

The primary responsibility of the Associate Executive Director of Affiliate Services is to manage the ISEA UniServ program by ensuring the implementation of the Iowa State Education Association program in the field and to provide leadership and counsel to staff and leaders. Additional responsibilities include the supervision of the ISEA research and collective bargaining program. The position is responsible to the Executive Director.

Job Functions:

- Responsible for the implementation of the Iowa State Education Association program in the field to increase UniServ Councils’ and local associations’ ability to meet members’ needs through organizing, membership recruitment and engagement, member training, bargaining, recertification elections, protecting members’ rights, and political action.
- Coordinate, monitor, and analyze membership recruitment efforts and results.
- Recruit, hire, coach, develop and evaluate staff in close geographic proximity, as well as in remote locations.
- Develop positive working relationships with staff and members.
- Assist in the development of budget recommendations and oversight of the field operations budget.
- Facilitate training for assigned staff utilizing knowledge of adult training principles and techniques.
- Coordinate the NEA Member Benefits program and enhance its implementation in the field.
- Represent ISEA to external Committees, Boards, or Associations as assigned.
- Serve as a liaison with ISEA President, ISEA Executive Board, and the assigned committees.
- Supervision of Director of Affiliate Services.
- Participate as a collaborative partner on the ISEA Management Team.
- Interact with staff unions.
- Coordinate staff meetings in consultation with ISEA Management Team.
- Other duties as assigned by the Executive Director.
**Required Qualifications:**

- A minimum of a Bachelor's degree
- Experience in an advocacy organization such as NEA, state education association, labor organization, or community organization.
- Highly proficient in use of technology and written and verbal communication skills.
- Valid Driver’s License

**Desired Qualifications:**

- Experience in public education.
- Experience in labor relations, including negotiations and members’ rights.
- Experience in organizing.
- Skills in planning, organizing, and managing human resources.
- Experience in the development and implementation of training programs for adult learners.
- Experience in organizing political activity.
- Ability to set priorities among various projects and activities.

**General Information:**

The position requires travel and evening and weekend work.

**Compensation and Benefits:**

Salary based on experience and qualifications.
Excellent fringe benefit package.

**How to Apply:**
Qualified candidates should submit a letter of application to:
Coy Marquardt
ISEA
777 3rd St
Des Moines, IA 50309
515-471-8000
Coy.marquardt@isea.org

A letter of application should be accompanied by a resume and with the names, addresses, and phone numbers of three (3) references. The deadline for application is February 20, 2024. Interviews will take place in Des Moines, Iowa. The successful candidate will assume the position as soon as practical.