

Announcement of opening for the position of
EXECUTIVE DIRECTOR,
OKLAHOMA EDUCATION ASSOCIATION
Headquarters –Oklahoma City, OK

APPLICATION DEADLINE: October 18, 2024.

Opportunity:

The Oklahoma Education Association (OEA) seeks a strategic, motivational, articulate 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 OEA to fulfill OEA's mission "to advocate for education professionals and unite our members and the people of Oklahoma to fulfill the promise of public education to prepare every student to succeed in a diverse and interdependent world."

Position Overview:

The Executive Director is the Association's chief administrator, who leads staff in coordination with the OEA's President to ensure implementation of the full scope of the strategic plan, policies, procedures, and programs approved and adopted by the OEA's Board of Directors. The executive director shall employ, direct, and supervise all OEA staff. In collaboration with the President and Officers, the Executive Director develops and manages an annual organizational budget and is accountable to the Board for the Association's long-term financial and fiscal health and sustainability.

We seek an executive director who can unify our organization and effectively engage and influence internal and external partners. This motivational leader will be pivotal in continuing to align internal teams and fostering solid and strategic relationships with stakeholders to advance OEA's mission and objectives. Candidates should possess high emotional intelligence, excellent judgment, and creativity. Must also have a proven record of strategic leadership, collective bargaining experience, and formulating objectives and priorities to implement OEA's long-term interests. **Must be a champion for public education.** The executive director must demonstrate a commitment to unionism and improving the lives of working people through collective action. The executive director should strongly believe in and advocate for educators taking ownership of and leading their profession. Additionally, they should be committed to promoting diversity, equal opportunity, and social justice.

OEA History:

Established in October 1889, the Oklahoma Education Association (OEA) is an affiliate of the National Education Association (NEA) representing over 30,000 Oklahoma public school employees.

Over the years OEA has worked to increase school funding as well as salaries and benefits for teachers and other public-school employees, to ensure the sustainability of the teachers' retirement system, to establish professional teaching standards, and to strengthen the state's public education system to fulfill the promise of a better education for all students.

In 2018, OEA led a movement which closed schools and organized teachers and other school employees in collaboration with parents and community supporters to demonstrate at the state capitol for two weeks to push for additional school funding. The movement resulted in passage of \$500 million in revenue increases for public schools, the largest increase in teacher salaries in state history, a mandated raise for education support professionals for only the second time in history, and additional funding for student programs.

Governance, Organizational Structure and Leadership:

The OEA has over 300 local affiliates representing employees in school districts across the state. Local affiliate members elect delegates to the annual OEA Delegate Assembly which establishes association goals, policies, resolutions, and the OEA annual budget. The OEA is organized into six (6) regions which are divided into twenty-one (21) zones which elect Directors, representative of our membership including teachers and education support professionals (ESP), to sit on the OEA Board of Directors. The OEA Board also includes Directors elected statewide to represent Students, Administrators, and Retired members. The OEA Board of Directors meets six (6) times a year and directs the OEA between meetings of the Delegate Assembly. The OEA Board of Directors is the corporate entity that hires the Executive Director.

The Association is governed by its Article of Incorporation, Constitution and Bylaws, and Board of Director policies. Additionally, the OEA has sixteen (16) standing committees including instructional and professional development, legislative, human and civil rights, organizing, collective bargaining, communications, educational support professionals, and resolutions. There is a regional field office in Tulsa in addition to the state headquarters in Oklahoma City. OEA's structure is divided into governance and staff functions. OEA, a private sector union employer, employs an Executive Director, three (3) Associate Executive Directors, a General Counsel who also serves as a manager, seven (7) non-bargaining unit confidential employees, and twenty-three (23) professional and eight (8) associate bargaining unit staff.

The OEA President serves as the chief executive officer as well as the Association's spokesperson and Chairperson of the Board of Directors. The full-time OEA president and vice president are elected for three -year terms. They can serve a maximum of two terms. They work in partnership with the OEA Executive Director to provide essential leadership for the OEA in implementing its policies and programs from the OEA's headquarters in Oklahoma City.

Financial Condition:

OEA has put into place internal controls, investment strategies and operational efficiencies that have created a strong fiscal foundation. Today, OEA's budget is over \$7 million dollars, with revenues generated from membership dues and NEA support.

Current Situation:

Along with teachers' unions across the country, OEA faces a very challenging economic and political environment. Federal education policy and court rulings have provided additional opportunity and funding while the political climate of Oklahoma has caused division in interpretation of policy and

hindrance in school district receipt of funds. At the state level, additional political rhetoric caused by the unnecessary creation and application of the rules process as well as enforcement of fictional law based on non-existent statutes has damaged the morale of stakeholders in our public education system.

A supportive political culture is vital to the future of OEA. OEA mobilizes members at the grassroots level, raises funds for political action, and works with like-minded organizations across the state to strengthen its political base. As a founding member of the Oklahoma Education Coalition, OEA and its partners fight for proper funding of public education and research-based education reform.

OEA leaders play a significant role in education policy internally by democratically shaping OEA's political agenda and externally by working with political leaders, the business community, education partners and other stakeholders to shape, enact and implement pro-public education legislative support. The strategic focus of the OEA's "Worth It" Campaign includes the following goals: (1) Professional wages and benefits in line with other professionals that have similar education and training requirements, (2) Public schools meet the needs of the whole child, and (3) OEA's influence is felt in every election cycle and every piece of education legislation considered by the Oklahoma legislature.

Key Organizational Opportunities and Challenges:

- OEA is led by an elected president and elected board who are committed to developing a forward-looking strategic plan designed to better public education and the professional lives of OEA's members.
- OEA is committed to a member engagement and organizing culture that mobilizes the membership to articulate, plan, and achieve local objectives and interests. This approach demonstrates the relevance of union participation and the benefit of unified membership at the local, state, and national levels.
- OEA is committed to a culture of organizing in which members are engaged and equipped to grow and strengthen their local associations to improve student outcomes, secure the proper teaching and learning conditions, and achieve educational opportunity and equity for all students, educators, and education support professionals.
- OEA is committed to honoring its rich history while embracing a future full of promise and innovation.
- OEA is committed to leading with empathy and inclusivity, fostering an environment dedicated to racial and social justice principles.
- OEA is committed to leveraging technology to drive membership growth, modernizing operations, and implementing innovative technological solutions to enhance member engagement and streamline organizational processes.
- OEA is committed to an intentional branding campaign to increase the association's visibility as the leading expert on education and reclaim its position as the foremost advocate for education in Oklahoma.
- OEA is committed to outreach efforts while actively forging new partnerships with educational institutions, labor unions, businesses, and public and private sector entities. We also aim to collaborate with community coalitions to advance high-quality public education and ensure equitable opportunities for all students.

- OEA is committed to continuing to develop a solid and supportive staff culture that promotes transparency and collaboration throughout the organization. It is also committed to capitalizing on its current staff talent through empowerment and professional development.
- OEA is committed to cultivating bipartisan relationships to advance pro-education legislation and to build strong alliances with external organizations supporting public education.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The Executive Director shall be the chief administrator of the Association. They shall be responsible to the Board of Directors. The Executive Director shall:

- Effectively manage the OEA's relationship with its employees and their unions;
- Employ, assign, terminate, supervise and evaluate all OEA staff in accordance with OEA policies;
- Meet periodically with the President, Vice President, and other appropriate staff to confer on OEA policies and procedures;
- Represent OEA on matters of established policy at the discretion of the President;
- Advise the officers and governing bodies on all policy matters through appropriate reports and recommendations;
- Serve as a consultant to the governing bodies of the OEA;
- Be responsible for developing and implementing programs consistent with the policies of the OEA;
- Notify state and local affiliates and other qualified organizations of the number of Delegate Assembly delegates to which they are entitled;
- Be responsible for receiving the member credentials and for preparing records of all official meetings and for distributing minutes of all such meetings;
- Furnish each member appropriate evidence of membership;
- Advise and assist the Budget Committee in preparing a budget and administer the budget authorized by the Delegate Assembly;
- Receive all funds and be responsible for their being deposited to the credit of the OEA for safekeeping and accounting;
- Co-sign with the President all authorizations for disbursement of OEA funds;
- Make financial reports as required by the Board of Directors;
- Furnish evidence to the Board of Directors of the amount of bond on officers and employees of the OEA;
- Recommend an independent auditing firm to the Board of Directors; and
- Perform such other duties as may be assigned by the Board of Directors.

Essential Competencies:

Shaping Strategy

Having a clear and concise understanding of the current state of the association. Using the strengths and weaknesses and the current state to form ideas and creative ways on how to grow the Association.

Visionary Thinking

Consistently using the information and daily operations of the OEA to be looking towards imaginative and creative opportunities/ advancements that could grow the association.

Financial Acumen

Knowing the financial situation of the association and understanding accounting practices in order to make sound business decisions for the association.

Aligning the Organization

Knowing the association and the practices well enough to communicate across local, state, and national levels. Repairing and building the relationship between local/ state/ national levels.

Driving Execution

Having a clear and consistent awareness about the growth/ development of new practices so when an area starts to slip then we are automatically engaging in ways to correct the course or to stop and change immediately when in danger.

Driving Continuous Improvement

Researching best practices, developing innovative ideas and fostering a culture set around growth to allow for the association to be consistently focused on bettering the education profession as a whole.

Fostering Teamwork

Ensuring the collaboration of all key groups (potential members, members, locals, zones, staff, management, leadership) to allow for growth of the association. Creating the culture of collaboration. We have to build the space for all voices.

Drive for Stakeholder Success

Ensuring the success of the association by working in collaboration **with and for** the stakeholders and their overall needs. Both the organizing culture and the service culture working together.

Candidate Education and Experience:

- A minimum of two (2) 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 related field.
- Three years of senior level management experience preferred.
- A belief in the central roles of unions coupled with an unwavering support for public education and organized labor is required.
- Experience working in a member-based organization, reporting to and advising an elected board of directors.
- Experience in public policy, labor advocacy, collective bargaining and social justice activism, especially as related to public education is desired.
- Experience in public relations, media relations, marketing and communications strategies.
- Bachelor's Degree from an accredited four-year college or university required. Master's degree preferred.

Compensation Package:

Starting salary of \$135K per annum for a candidate with less than three years of senior level management experience.

Starting salary of \$145K per annum for a candidate with three or more years of senior level management experience.

OEA offers fully paid health/dental/vision insurance; employer paid life insurance; an OEA provided automobile or auto allowance; employer paid defined benefit pension plan and separate 401K Plan with employer match; and liberal employer paid vacation, personal, sick, and bereavement leave benefits as well as paid holidays.

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:

NEA-OEA Search Consultant: Unionsearch.org
Patricia Johnson, Business Manager: patjohnson@unionsearch.org
For all questions regarding this search, including confidential inquiries,
please email Patricia Johnson.

APPLICATION DEADLINE: FRIDAY, OCTOBER 18, 2024, 5:00 PM CENTRAL TIME

THE OKLAHOMA EDUCATION ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER THAT SEEKS TO INTERVIEW APPLICANTS FROM AN APPLICANT/INTERVIEW POOL THAT REFLECTS THE DIVERSITY OF THE GREATER COMMUNITY.