

JOB DESCRIPTION

Job title: Executive Director

Reports to: AFT Missouri (AFT-MO)

Location: Jefferson City, Missouri

Salary: \$50,000

Application period ends: Until Filled

AFT Missouri

AFT Missouri is affiliated with the American Federation of Teachers and the AFL-CIO. We represent educational and public employees AFT-MO supports members and our leaders by providing professional leadership, organizing, legislative/political involvement, contractual support, and member servicing. AFT-MO is governed by an elected member governing body.

AFT MO is a union of professionals that will face challenges over the next few years that includes:

- Attacks on public education, public services, and the rights of workers in Missouri
- Funding for quality public education and services
- Attacks on tenure, pensions, and other benefits that advance quality jobs and public services
- And the need to increase our membership strength, developing union leaders and strengthening our union via increased member involvement/mobilization around issues that matter to public school employees and the students we serve and issue-based organizing.

We seek an Executive Director that can provide the day-to-day field services – organizing, mobilization, and contractual support – to our Missouri locals, except for Kansas City Local 691 and St. Louis Local 420, and help coordinate any statewide activities with all locals.

Overview of Responsibilities: Staff Director

The Executive Director is responsible for assisting the AFT-MO executive officers in the day-to-day management of AFT-MO and primarily assisting locals in organizing, mobilizing, contractual support and servicing of locals outside of Kansas City Local 691 and St. Louis Local 420.

The Staff Director is a strong advocate for quality public education and services and the goals and mission of AFT-MO; he/she has at successful experience in organizing and labor contract management. The Executive Director reports to the President and governing body of AFT-MO and demonstrates financial and budgetary expertise.

Description of duties and responsibilities

- Maintains primary responsibility for implementing the policies, programs and strategic plan of the organization
- Oversees and manages all AFT-MO programs and projects as directed by the President
- Trains and develops member leaders in organizing and labor contract improvement and management.

- Bargains Collective Bargaining Agreements with locals, provides contract enforcement and member servicing, and facilitates legal support per the policies of AFT-MO.
- Reports to the governing board regularly on AFT-MO activities and programs.
- Represents AFT-MO as spokesperson on matters of established policy at the discretion of the President
- Administers the budget adopted by the governing board; execute financial transactions and operations according to the policies of AFT-MO and the governing board
- Coordinates teams of members and leaders in developing, implementing vision, programs and campaigns
- Serves as the day-to-day point of contact with the national union on national programs, campaigns, and policies.
- Assists with local, state and national issue-campaigns with locals as needed
- Assists and advises the President and governing body in developing organizational vision, strategic plans and campaigns via programs and positions in response to the changing external environment and the emerging issues that affect membership

Experience, Skills, Aptitude and Commitment

- Strong verbal and written communication skills
- Demonstrates creativity, problem solving and decision making
- Conducts strategic planning and budgeting
- Manages organizational development and change
- Manages programs and projects that achieve results on time and within budget
- Works with diverse populations, personalities and viewpoints
- Possesses deep knowledge of contract negotiations
- Maintains poise and professionalism in the face of adversity or conflict
- Demonstrable experience in having run an organizing (recognition, mobilization, recruitment and/or contract campaign)

Preferred experience/skills

- Five or more years experience in contract negotiations and union organizing campaigns
- Legislative/lobbying experience
- Knowledge of applicable state and federal labor laws to ensure that AFT-MO programs activities and practices are in compliance, as well as understanding of critical issues facing public sector workers and public education
- Proficiency in widely used computer programs and technology
- Bachelors degree

Please provide a cover letter, resume, writing sample (i.e. organizing, legislative, marketing) and a sample of a strategic/campaign plan you have designed to: ksnyder@aftmissouri.org

Only electronic applications will be accepted.

Equal Opportunity Employer