



## EXECUTIVE DIRECTOR

The Teachers Association of Baltimore County (TABCO) seeks an experienced, results-driven, courageous, senior-level executive who has demonstrated success in promoting member engagement and loyalty, leading staff, and establishing and implementing strategic planning. Our next Executive Director will empower and support leaders and staff to grow the member led identity and function of our Association. The ideal candidate would possess strong, collaborative management skills with a background in labor negotiations and relations, organizing, education, and public policy.

TABCO's mission is: *To achieve equity and excellence in public schools, we, the members of the Teachers Association of Baltimore County, EMPOWER ourselves to LEAD our profession and ADVOCATE for educators, students and the community.*

TABCO is committed to cultivating and sustaining a culture of member-driven organizing in pursuit of our mission and Associational goals. TABCO is a growing local option affiliate of the Maryland State Education Association (MSEA) and the National Education Association (NEA), representing just under 9,000 educators, including classroom and resource teachers, Special Education and Consulting teachers, Counselors, Deans, Facilitators, Home & Hospital, Librarians & Media Specialists, Nurses, Occupational Therapists, Physical Therapists, Psychologists, ROTC Instructors, Social Workers, Speech/Language Pathologists, and retired members in the Baltimore County Public Schools. The TABCO executive director also serves as Executive Director for the Education Support Professionals of Baltimore County (ESPBC), representing 1,200 more educators, who share an office with TABCO.

### **POSITION DESCRIPTION, OPPORTUNITIES AND RESPONSIBILITIES**

#### ***You are the Association's Chief Staff Officer and Chief Financial Officer***

You are responsible for adeptly managing and skillfully executing the long-term vision and strategies of the Association as outlined in its Constitution, Bylaws, Policies, and Strategic Plan, as directed by the Representative Assembly and the Board of Directors. The Executive Director must have the vision, integrity, energy, and experience to lead the staff and guide TABCO in pursuit of our mission. You are responsible for overseeing an annual budget exceeding \$1.9 million and supervising 4- union employees of the MSEA, 2- local option union employees, 3-TABCO union associate employees, one confidential executive assistant, and the program and financial resources to achieve the Association's goals, objectives and priorities. You foster relationships and leverage opportunities for collaboration between TABCO and ESPBC. You exercise sound judgement in analyzing, prioritizing, and strategically balancing and managing the needs of both Associations.

***You Are the Key Advisor to the Association's Officers and Governing Bodies***

You are an ex-officio, non-voting member of the 13-member TABCO Board of Directors, that is responsible for consulting with and advising Association-elected leaders on how their policy and strategic decisions affect the Association's operation, effectiveness, and image. You will work closely with the Association's President, Vice President, Treasurer, Secretary and its Board of Directors. You are decisive and model relational leadership that promotes individual and cultural diversity. You lead the Association in operational review and strategic planning.

***You Lead the Staff in Association Development***

You foster collaboration, influence, engage and inspire others, coach and develop people, build talent pools, and you courageously drive for results and manage change that demonstrates commitment to member-led Associational values and power.

***YOUR TECHNICAL SKILLS AND ABILITIES***

***You are experienced in leading and managing large, complex associations.***

You provide strong leadership in managing a complex environment with multiple priorities. You recognize the need for balancing militancy with relationality when there is a need for decisive action. You model a collaborative leadership style that supports diversity and professional growth. You create a climate where members are empowered to lead in service to the Association's goals. You foster positive working conditions that are committed to the concepts of equal opportunity, social justice and workplace diversity. You embrace diversity of engagement that values all aspects of the Association including generational, structural, ethnicity-based, and geographical differences.

***You have successful experiences in fostering and sustaining a culture of organizing.***

You advance a culture of organizing and encourage the use of organizing to continue growing membership, increasing leadership capacity, and developing local association structures and member-led power. You engage staff and leaders to appropriately balance a service model and organizing model approach to the Association's work.

***You are politically astute and fully support labor union and public education values.***

You model political activism by cultivating external relationships that result in pro-public education and pro-labor policies. You establish and maintain effective relationships and coalitions between the Association and the broader community. You have a clear understanding of the need to prioritize and grow member awareness of how local, state and national politics affect public education and educators. You are on top of issues and challenges facing public education and the increasing global implications of education reform and anti-union sentiment.

***You are an excellent communicator who builds strong relationships within and outside the Association.***

You are an effective communicator for the Association, comfortable in using both traditional and digital methods of communication. You promote quality communication

among all levels of the Association by openly sharing and clarifying ideas and information with and between the Board of Directors, leaders, and staff, that strengthen understanding and buy-in related to Association structure and decision-making. You work collaboratively with the staff union and hold them accountable for aligning their work with the Association's strategic priorities. You build and cultivate strong relationships with other education stakeholders, and labor Associations to effectively pursue the Association's mission. You establish effective relationships between the Baltimore County Public School administration and Board of Education, MSEA, and NEA. You foster collaboration and teamwork, build consensus, and are able to engage and inspire all stakeholders to achieve collective results.

***You are a highly experienced and skilled negotiator--both strategic and creative in your approach to negotiating.***

You negotiate skillfully to create the best outcome possible. You promote models, ideas and proposals persuasively, shape stakeholder opinions, promote and project a positive image of the Association while winning acceptance for proposed changes and new initiatives, working through conflicts and negotiating win/win solutions. You are transparent in collecting data and applying appropriate metrics to analyze and support issues/positions. You apply deep knowledge and technical skill in designing and implementing innovative solutions to strengthening contract language and restructuring salary schedules. You understand your role, as advisor, to the Association's negotiation team and chief negotiator/spokesperson.

***You are a skilled financial manager who can provide high-level oversight to the fiscal and budgetary management of the Association.***

You are well-versed in financial and operational controls as well as fostering creative solutions for membership growth and revenue enhancement. You work closely with the Treasurer and the Budget Committee to prepare and manage the Association's budget and investments.

***You create an environment that provides direction and promotes continuous learning and development.***

You recognize and unleash the full potential of others by providing the needed resources, coaching, training, experiences and other support. You energize and inspire staff by appraising their strengths and weaknesses and providing accurate, motivating feedback and constructive criticism.

### **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

- Bachelor's Degree from a 4-year college or university.
- A minimum of 3- years successful experience as a middle- or executive-level manager of professional staff is required.
- Management experience in the education or labor field, or in a membership-based association is preferred.
- Demonstrated oversight of financial and budgetary matters is required.
- Experience reporting to a Board of Directors or governing body is required.

- Experience in the public education system and/or in an advocacy association such as a national association, state association, labor association, or community association is preferred.
- Background in organizing and collective bargaining is required.

### **COMPENSATION, BENEFITS AND TRAVEL**

- TABCO is prepared to offer a competitive salary (starting at \$145,000) and benefits package that includes medical, dental, vision and prescription drug coverage, retirement savings plan and long-term disability insurance, consistent with demonstrated experience, skills and abilities.
- Significant county-wide travel and occasional state and/or national travel are required.

### **APPLICATION**

- Candidates interested in the position should **submit a résumé or professional vitae** that includes the following:
  - Indicate the months and years of employment for each position.
  - Certify your resume by adding the following statement “I certify that the information on my resume is true and accurate.”
  - For each position listed provide reasons for separation.
- A **letter of interest** which specifically addresses and includes examples of how your career accomplishments have prepared you to meet the challenges and opportunities presented in this position.
- Please note your **preferred pronouns**, if any, in one or both of your submitted items.
- **Email your resume and cover letter** (with subject line: Executive Director – TABCO) to Debra Schwach-Swoboda, Associate at [Unionsearch.org](http://Unionsearch.org), Margolies, Potterton and Associates at [dswo boda@unionsearch.org](mailto:dswo boda@unionsearch.org).

**Deadline for first application review: August 20, 2021, 5 pm ET.** Position open until filled. Selected applicants will be invited for an in-person interview on September 11-13, 2021. The anticipated start date is December 2021.

*TABCO is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants. As a proud Equal Opportunity Employer (EOE), we do not discriminate based on race, color, national origin, ancestry, citizenship status, religion, sex, sexual stereotyping, sexual orientation, gender, gender identity, gender expression, age, marital status, mental or physical disability, medical condition, genetic information, military or veteran status, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), or any other protected category recognized by state, federal or local laws.*

Please visit our website for more information: [www.TABCO.org](http://www.TABCO.org)