



## Massachusetts Teachers Association

### Job Description

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<b>Job Title:</b>	Executive Director-Treasurer
<b>Division:</b>	Governance and Administration
<b>Reports to title:</b>	Board of Directors
<b>Designation:</b>	Management

#### Major Responsibilities:

Provide strategic leadership and management to advance the mission of the MTA, supporting governance, staff, and members to build a powerful rank and file statewide union.

#### Essential Job Functions:

##### Governance and Strategic Leadership

- Hold to high standards of accountability to the Board of Directors for the operation of the Union, provide for reports of the various divisions, and perform all other duties required by the By-Laws and policies of the Board of Directors.
- Ensure the implementation of, and adherence to, all polices of the Association and make recommendations for updates as needed.
- Bring forward policy recommendations to MTA's governance bodies to strengthen programs, campaigns, and staffing, and promote fiscal responsibility and sustainability.
- Partner closely with the MTA President and Vice President on all matters of concern to the Association.
- Make regular reports to the President, Executive Committee, Board and Annual Meeting of Delegates on implementation of adopted program objectives.
- Attend all governance meetings, collaborate with Officers and the Director of Governance to develop agendas, and provide for the preparation of proposals and information items pertaining to the agenda for each meeting.
- Make provision for a record of the proceedings of the Delegates, Board, and Executive Committee and ensure the preservation of all records and minutes of the Association.
- Facilitate a regular strategic planning process to help the membership and their governing bodies set vision, goals, and strategic direction for the MTA and its staff.

##### Mission Advocacy and Strategy

- Provide the resources needed for MTA to take its rightful place as a leading voice on PreK-16 education policy and as an advocate for the common good.



- Provide the resources needed to support and accelerate the rank and file organizing, local activism, and leadership development that will build union power.
- Foster an organizational culture, in the workplace and in the union, that promotes collaboration and unity and centers the values of racial, economic, and gender justice.
- Position the MTA as a major contributor to and decision-maker in the Massachusetts labor movement.
- Position the MTA as a powerful political force in the legislative and policy arena.
- Effectively direct and administer all plans of the Association to ensure the integration of the divisions and activities of MTA into an organizational strategy to accomplish the goals and objectives set by the Board.
- Attend MTA conferences, regional leadership convenings, local union events, and organizing activities such as rallies and lobby days to build relationships and gain an understanding of the issues that matter to MTA members.

### **Financial Integrity and Sustainability**

- Ensure the financial integrity and sustainability of the Association's operating budget and reserves.
- Serve as the custodian of all funds belonging to the Association and deposit them in the name of the Massachusetts Teachers Association, in accordance with MTA policies, including oversight of MTA reserves and investments.
- Provide for adequate funding and oversight of the pension plan to maintain MTA's long-term obligation to its employees.
- Provide for the collection of Association dues and effective systems for membership recruitment and retention.
- Collaborate with the Chief Financial Officer to develop and administer the annual budget, and to establish appropriate internal controls, oversight, and policies and procedures in the finance and accounting division.
- Submit a budget proposal on an annual basis to MTA governance that reflects the allocation of staffing and financial resources needed to attain the Association's strategic goals and program objectives.

### **Operations**

- Serve as the Secretary-Treasurer and chief administrative officer of the Association, under the general direction of the Board of Directors.
- Provide for appropriate insurance policies, audits, internet protocols, and other operational practices needed to protect the organization and its employees.
- Provide for the negotiation of office leases and capital improvements to support MTA staff and operations.



- Direct and supervise the management staff, building a strong team culture, fostering strong inter-divisional collaboration, and providing professional development opportunities.
- Exercise oversight of all staff to align their work with the strategic goals and objectives set by the Executive Committee and Board of Directors.

### **Labor Relations**

- Oversee staff selection, evaluation, and compensation within parameters set by the Executive Committee and Board policies and by staff employment contracts.
- Provide for leadership and training opportunities to support the professional development of all staff.
- Provide for regular evaluation of staff performance in relation to the achievement of Association goals and program objectives.
- Seek to resolve staff union grievances, ULPs, and other employment disputes in ways that are fair to employees and protect the interests of the employer.
- Hold Level 2 grievance hearings as required by staff collective bargaining agreements and assist with preparation, and testify as needed, for arbitration hearings.
- Participate in standing and ad hoc Joint Labor Management Committees and create opportunities for staff at all levels of the organization to have a voice.
- Assist the Board Negotiating Team to bargain three staff union contracts.

### **Qualifications:**

- 5-8 years of executive/senior leadership and management experience.
- Deep commitment to a vision of a labor movement that advances racial, economic, and gender justice and a common good agenda.
- Deep commitment to public education as a public good and dedication to the rights of educators, students, and families.
- Demonstrated high level skills in budget analysis and management, including budget preparation and reporting.
- Strong organizational abilities including strategic planning, team building, program development, and effective systems implementation.
- Understanding of appropriate roles of governance and staff within a membership organization and ability to work successfully in an executive position accountable to an elected Board of Directors.
- Understanding of and commitment to dismantling systems of oppression such as white supremacy, capitalism, and patriarchy.
- Ability to listen and influence across multiple MTA stakeholders, promote inter-racial/intercultural dialogue, cross-group understanding, and coalition building.
- Demonstrated experience leading organizational change.



- Experience with and understanding of legislative and political processes.
- Knowledge and understanding of educational issues at the local, state, and national levels.
- Understanding of collective bargaining process and the culture of unions; experience managing in a unionized workplace environment preferred.
- Understanding of the importance of grassroots, community, and political action as strategies to build power.
- Excellent speaking and writing skills.
- Demonstrated ability to communicate clearly and effectively with staff, members, community stakeholders, and public officials.
- Master's degree or equivalent experience.
- Ability to work long hours, nights, and weekends as needed.
- Automobile and license or other personal transportation required.

*\*MTA reserves the right to waive any qualifications at its discretion\**

*The MTA is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all staff.*