

## VACANCY

### **Indiana State Education Association**

#### **Executive Director**

**Deadline for Applications:** Received no later than October 30, 2009

**Date of Employment:** As soon as possible after January 1, 2010

**Application Process:**

Send a letter of application, resume and three (3) references (via mail, fax or email) to:

*Sherri Purdue*  
*Executive Assistant to the President*  
*Indiana State Teachers Association*  
*150 West Market Street*  
*Indianapolis, Indiana 46204*  
[spurdue@ista-in.org](mailto:spurdue@ista-in.org)  
*FAX (800) 777 6128*

In your letter of application, please outline the professional experience and significant accomplishments which qualify you for this position and which would enable you to be successful in it.

**Interviews:** Selected candidates will be requested to participate in interviews with two groups of association officials at a location in Indianapolis.

**Terms of Employment:** The Executive Director is employed by ISTA's Board of Directors. Our bylaws provide for an initial 2 year contract. ISTA offers a highly competitive salary and benefits package.

#### **ISTA and the next Executive Director**

The Indiana State Teachers Association (ISTA) is the largest union in Indiana and represents teachers and educational support professionals who work in Indiana public schools in urban, suburban and rural settings. Our membership of over 50,000 includes 44,000 active K-12 teachers and 1500 active educational support professionals as well as 4000 retired members and 1900 student members. We represent teachers in nearly all of Indiana's school corporations. ISTA members belong to 303 local associations representing teachers, education support professionals, higher education professionals, retired educators and students.

ISTA employs a staff of over 80 full-time employees at ISTA's Indianapolis headquarters and in 16 field offices located throughout Indiana. The Executive Director employs the ISTA staff under contracts and policies adopted by the Board of Directors.

In May 2009, severe financial issues in an insurance trust established by ISTA resulted in ISTA voluntarily submitting to trusteeship under ISTA's parent organization, the National Education Association. ISTA anticipates that the trusteeship will be terminated in early 2010. These events required that ISTA make significant adjustments in its operations, including substantial staff reductions. ISTA's membership has remained supportive and stable throughout these events. ISTA believes that with strong leadership from its President and the next Executive Director, ISTA will continue to grow and fulfill its mission to advocate for quality public education and ISTA members through collective action.

In addition, ISTA currently has two primary organizational challenges. First, ISTA has recently committed to a campaign to engage and activate ISTA members. Efforts to that end will begin in 2009-10. Second, the economic and political circumstances which prevail currently in Indiana pose significant challenges for public education and ISTA's members. Public education is severely under-funded in Indiana; significant and contentious issues confront ISTA in the areas of education policy and collective bargaining. ISTA's ability to successfully deal with this economic and political challenge depends on the engagement of its members. Working in close partnership with ISTA's President, the next Executive Director will formulate strategies for meeting these challenges and assuring that ISTA's financial resources and staff activities are aligned so that ISTA's objectives are achieved. ISTA's President and its next Executive Director will be the core of a strong leadership team with the vision, talent, commitment and drive to assure that ISTA succeeds.

ISTA's Executive Director has overall responsibility for the management of ISTA's finances, programs and staff. ISTA has a budget of over \$23 million for 2009-10. The Executive Director employs and supervises all ISTA staff, including managers, professional staff and support staff. Two staff unions represent professional staff and most support staff.

ISTA's principal activities have included collective bargaining, contract enforcement, legal services, member communications, legislative and executive branch lobbying and election activities at the local, state and national level. ISTA's field staff, consisting of 31 UniServ Directors, provides ISTA's front-line staff contact for these activities with local associations and members. ISTA employs lobbyists and communications specialists in Indianapolis. Legal services are provided to locals and members through outside counsel. These essential activities will continue as ISTA works for a stronger and more engaged membership and navigates the economic and political challenges it confronts. The next Executive Director will have the vision and drive to lead ISTA as it marshals its resources and takes advantage of technology so that it can carry out all its essential activities efficiently and effectively while also leading ISTA, as part of its leadership team, to achieve success in meeting ISTA's organizational challenges.

## **Responsibilities**

The Executive Director has the overall responsibility for the management, supervision and coordination of the administrative, financial and programmatic activities of the Association. He/she will-

- Employ and supervise ISTA's staff. Develop cooperative and effective relationships with and among the staff to attain harmony, high morale and an organizational culture of high achievement and cooperation focused on accomplishing ISTA's goals.
- Develop and implement plans to accomplish organizational goals with maximum efficiency. Ensure the development and implementation of a plan to create a culture of organizing focused on activating the membership to accomplish ISTA's goals.
- Develop and maintain a close working relationship with the officers and coordinate activities with them to achieve efficiency and success in carrying out organizational programs.
- Prepare the annual ISTA budget.
- Ensure the fiscal integrity of ISTA. Control expenditures and direct the financial operations of ISTA within the framework of the annual budget.
- Report to the Board regularly on all aspects bearing on the successful and efficient operation of ISTA, including financial matters, all activities and programs, progress toward attainment of ISTA's goals, new developments and issues of concern.
- Keep the Board informed of significant state and national developments in education, politics and the economy.
- Maintain and cultivate external partnerships with key political, educational and civic leaders. Attend political functions and other events to advance ISTA's interests.
- Fulfill his/her responsibilities as outlined in ISTA's bylaws and policies.

## **Qualifications**

- Demonstrated management experience, including personnel, program and budget administration.
- Ability to make sound decisions and work successfully with a wide range of individuals.
- Ability to lead organizational change.
- Dedication and deep commitment to public education and unionism.
- Experience with and understanding of legislative and political processes.
- Ability to manage and lead in crisis situations.
- Knowledge and understanding of educational issues at the local, state and national levels.
- Understanding of the collective bargaining process and the culture of unions.
- Demonstrated speaking and writing abilities.
- Demonstrated ability to provide the leadership to attain ISTA's goals.
- Exceptional interpersonal skills.
- Ability and commitment to work long hours, nights and weekends.