



Job Title: Director of UniServ and Organizing Northern and Southern Positions

Salary: Competitive

General Description of the Position's Function and Purpose:

Each Director of UniServ and Organizing will develop and lead field/UniServ efforts to advance ISTA's strategic objectives: build strong locals, engage members and advocate for educational issues. Directors manage UniServ professional and associate staff and will report to the ISTA Executive Director. Both positions are based in Indianapolis.

Responsibilities:

- Supervise, manage and develop UniServ Directors (UD) and their corresponding UniServ Associates (UA).
- Develop and implement work plans designed to carry out ISTA's priorities: build strong locals, engage members and advocate for educational issues.
- Develop and implement a comprehensive membership campaign resulting in membership growth and retention.
- Oversee collective bargaining and member representation work of UD's and other staff.
- Organize and develop the civic capacity of public educators at the local level.
- Work with staff unions to ensure ISTA has skilled and appropriate staff to meet the needs of the organization and its members.
- Analyze relevant membership data to inform decisions and strategy development, including the creation of data systems relevant to staff and local leaders.
- Conduct one-on-one conversations with members, leaders, staff and community members to establish public relationships, identify leaders and identify/understand the issues facing educators, staff and communities.
- Serve as an active member of management and leadership teams.
- Manage department budget and provide input into the ISTA budgeting planning process.
- Promote diversity in the workplace.



Other Duties:

(These duties may be divided between the Northern and Southern Directors)

- Manage political action strategies at the local level.
- Manage professional development strategies at both local and regional levels.
- Manage relationships with member benefit providers.
- Support the ISTA Retired Board and Executive Committee and retired programs and services.
- Manage ISTA's legal services program.
- Manage the NEA UniServ grant and manage/seek other relevant NEA grants.
- Other duties as assigned.

Approach to Work:

- Create a climate for relational organizing to build power with each other, school administrators and board members, parents and others in our communities.
- Use the tools of relational organizing: one-on-one meetings, small group meetings, public meetings, relationship charting and power analysis, leadership development, actions and open evaluations.
- Create and use work plans rooted in civic organizing principles.
- Work with staff to organize actions and make decision rooted in civic organizing principles and standards.
- Restructure existing resources to solve problems for the Association.
- Continuously recruit, expand and sustain our base of influence.
- Ensure sustainability of the organization.

Qualifications:

- A. Bachelor's degree is required; Master's degree or higher is preferred.
- B. A valid driver's license and insured vehicle in good driving condition is necessary.
- C. Ability to work long and/or variable hours, including evenings and weekends.
- D. Skills and experience
 - a. Required:
 - i. Association/union staff management or equivalent management experience
 - ii. Significant organizing experience, such as relational organizing or similar experience
 - iii. Public sector labor relations, collective bargaining and advocacy



- iv. Effective team leadership
 - v. Strategic campaign planning and implementation
 - vi. Membership campaign planning and implementation
 - vii. Leadership development and adult learning experience
 - viii. Mentoring/developing staff professional skills and experience
 - ix. Promoting diversity in the work place
- b. Preferred:
- i. Political/legislative action and/or electoral campaigns
 - ii. K - 12 education policy and operations
 - iii. Membership data analytics
 - iv. Project and budget management
 - v. Labor and management collaboration
 - vi. Understanding of NEA state affiliate structures, governance, and traditions

Location:

There are two Director of UniServ and Organizing positions being filled. One working from central to northern Indiana and the other working from central to southern Indiana.

About ISTA:

ISTA is a professional association organized to sustain quality public education, improve students' educational opportunities and advance the professional status of educators.

Our purpose is to develop and organize members as leaders, professionals and active citizens to improve the professional status of educators and educational opportunities for Hoosier kids.

Learn more about ISTA at ista-in.org.

The Indiana State Teachers Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.