

The Tri-County Alliance for Public Education is seeking an
EXECUTIVE DIRECTOR

Application Process

Submit a letter of interest, current resume, letter of recommendation, and (if applicable) examples of campaigns organized no later than November 10, 2017 to:

Katie Whitman-Herzer
Tri-County Alliance for Public Education
katie@tricountyalliance.org

Who We Are

The members of the Tri-County Alliance for Public Education are the 86 public school superintendents in Macomb, Oakland and Wayne Counties.

Position Summary

The Tri-County Alliance Executive Director will serve as an advocate for a better understanding of students' needs; a liaison with the legislature, state agencies and the media; and a facilitator of cooperative efforts to create support for the needs of Tri-County schools and districts while enhancing the effectiveness and efficiency of public education.

Education

- Advanced degree in relevant field

Preferred Experience

- Six years + with legislature/congress (staffing lobbying, communications)
- Keen understanding of legislative process and administrative rule making
- Prior management/leadership role (preferably with experience managing consultants)
- Bipartisan/nonpartisan experience (worked with both parties or with those who have divergent views)
- Experience managing organizational finances (business, nonprofit, governmental)
- Understanding of issue management, meaning how to identify and elevate an issue to priority-level, keep it a priority, or how to deflate it in the public sphere

Essential Duties and Responsibilities

- Administrator for all Tri-County Alliance activity
- Manage general office operations and communications
- Manage annual budget and bank accounts for Tri-County Alliance and report activity to the Executive Board
- Coordinate planning and arrangements for meetings of the Officers, the Executive Board and the full membership, including agenda development, meeting location reservations, set up, materials preparation, etc.
- Coordinate any additional Tri-County Alliance events or activities

- Create and distribute mailings (primarily email) on behalf of the Tri-County Alliance office to members and others
- Coordinate the A+ Business Partner program and maintain relationships with business partners
- Serve as an authorized representative of and spokesperson for the Tri-County Alliance

Employment Terms

- Compensation commensurate with experience
- Benefits negotiable

Start Date

- Mutually agreed upon