## VACANCY ANNOUNCEMENT

April 2023

## Seminole UniServ Executive Director

**Position: Executive Director**

Seminole UniServ is seeking applicants for the position of Executive Director. Located in Seminole County, Florida, the Seminole UniServ represents approximately 3,000 member employees in one teacher local and three education support professional locals (four Locals). Seminole County is in Central Florida, northeast of Orlando.

The Executive Director is the key management leader of Seminole UniServ and the four Locals. The Executive Director is responsible for overseeing the organization's administration, programs, and strategic plans. Other essential duties include negotiating, fundraising, marketing, advocacy, conflict resolution, and community outreach. Seminole UniServ's core values are Excellent Service to Our

Members. • Courage to Always do What's Right. • Commitment to Our Public Schools and Community. The position reports directly to the UniServ Board of Directors.

# Specific Duties and Responsibilities:

1. Represent the organizations before the School Board, Superintendent, school administrators, the legislature, media, education, civic, and other interested groups at the direction of the UniServ Board.
2. Serving as UniServ's primary spokesperson to the organization's constituents, the media, and the general public.
3. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance UniServ and the four Locals Missions.
4. Supervise and collaborate with organization staff.
5. Strategic planning and implementation.
6. Oversee and coordinate Board and committee meetings.
7. Oversee marketing and other communications efforts.
8. Review and approve contracts for services.
9. Maintain all records of UniServ and the four Locals
10. Provide information to membership and media at the direction of the UniServ Board
11. Accumulate, organize, and distribute resource materials for the Seminole UniServ Board, associations, committees, boards of directors, representative assemblies, and other groups as appropriate.
12. Disseminate among the membership information pertinent to the organization's and its members' welfare.
13. Maintain liaison with the organizations' staff at the local, state, and national levels.
14. Assume the responsibility for processing grievances/complaints for members.
15. Assume responsibility for representing members involved in disciplinary meetings with the administration.
16. Coordinate, supervise, and assist in all negotiation activities as directed by the UniServ Board.
17. Serve as chief negotiator as assigned.
18. Provide political education to the organizations' governing bodies and members.
19. Assist the Seminole UniServ-Political Action Committee in coordinating political efforts in campaigns in which the organization has recommended candidates.
20. Function as an advisor to board directors, representative assemblies, and committees.
21. Assist in implementing the organization's programs, projects, and policies.
22. Assist in coordinating meetings, workshops, and activities and preparing agendas for assigned organizations.
23. Serve as the liaison between membership and leadership and regularly channel suggestions, comments, and complaints to proper persons or groups.
24. Attend meetings of the boards of directors and representative assemblies of SEA, SECA, SCSBDA, and NIPSCO and other special events and association meetings as directed by the UniServ Board.
25. Meet regularly with the presidents and appropriate staff to discuss association programs, policies, procedures, and problems.
26. Maintain and enforce employee contracts.
27. Supervise and evaluate UniServ staff and employees.
28. Create, offer suggestions, and oversee UniServ Board and four Locals budgets.
29. Create, offer suggestions, and oversee UniServ Board and four Locals constitutions and by-laws.
30. Perform other duties as assigned by the UniServ Board.

# Professional Qualifications:

1. Transparent and high-integrity leadership
2. Five or more years of senior nonprofit management experience
3. Solid, firsthand budget management skills, including budget preparation, analysis, decision-making, and reporting.
4. Strong organizational abilities, including planning, delegating, program development, and task facilitation.
5. Ability to convey a vision of UniServ's strategic future to staff, board, volunteers, and donors.
6. Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
7. Skills to collaborate with and motivate board members and other volunteers.
8. Strong written and oral communication skills
9. Ability to interface and engage diverse volunteer and donor groups.
10. Demonstrated ability to oversee and collaborate with staff.
11. Strong public speaking ability

# Qualifications:

* 1. Bachelor’s degree or higher required.
	2. Two years or more of financial management experience preferred.
	3. Successful experience in organizing and conflict resolution.
	4. Demonstrated ability in contract maintenance, grievance processing, member representation, and collective bargaining.
	5. Demonstrated competence in oral and written communications.
	6. Experience with and understanding of professional education organization programs and services at local, state, and national levels preferred.
	7. Highly proficient in Microsoft Office products (Word, Outlook, PowerPoint, etc.) and the ability to learn programs as necessary to support work.
	8. Ability to obtain a valid Florida driver’s license.
	9. Bi-lingual a plus.
	10. FEA/NEA/AFT experience preferred.

# Personal Attributes:

1. Self-Management/Initiative - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments promptly; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.
2. Teamwork - Encourages and facilitates cooperation, pride, and trust; fosters commitment; works with others to achieve goals.
3. Oral Communication - Expresses information to individuals or groups effectively, considering the audience and nature of the information; makes clear and convincing presentations. Listens to others; attends to nonverbal cues.
4. Written Communication - Recognizes and uses correct grammar, punctuation, and spelling; communicates information in a concise and organized manner. Produces written information that is appropriate for the intended audience.
5. Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines.
6. Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
7. Interpersonal Skills - Shows understanding, courtesy, tact, and empathy; develops and maintains relationships; can handle personnel challenges; relates well to people from varied backgrounds; is sensitive to individual differences.

## Compensation and Benefits:

Salary and fringe benefits are negotiable and based on experience and professional qualifications — Salary Range: $75,000 – $120,000.

# Application Procedure:

***Send letter of application, resume, and three (3) professional references to***:

Dia Falco, Interim Executive Director

Seminole UniServ

813 Orienta Avenue Altamonte Springs, FL 32701

 Dia.falco@floridaea.org

**Deadline for application is**

**April 21, 2023 by 5:00 pm.**