

ED-RED

April 25, 2018

The executive board for ED RED, a public school advocacy group representing over 80 school districts in Cook, DuPage and Lake Counties, is seeking a new Executive Director to assume responsibilities on July 2, 2018.

ED- RED Executive Director Job Description

Position Summary

The Executive Director is the chief administrator and advocate responsible for developing policy positions in conjunction with the ED- RED Executive Board and membership, working with members of the Illinois General Assembly and advocates informing and influencing the legislative process in Springfield, supporting ED- RED member districts in their advocacy efforts, and maintaining the health of the organization. In addition, the executive director is responsible for regular communication to member districts, member and sponsor development and retention. This position requires the ability to work independently. The Executive Director will supervise a small staff of 1-2 employees. This is a full time position with additional time requirements during Veto Session/Spring Session (November through May).

Description of the Organization

ED--RED (Education – Research – Development) is a membership organization representing suburban school districts in legislative and policy matters in Springfield.

Primary Responsibilities

Leadership

- In collaboration with the ED RED Board, sets the vision of the organization and leads the strategic planning to achieve the established goals to reflect the voice and vitality of ED RED
- Lead long term strategic planning and ongoing operations by leveraging staff and resources to support the vision and goals of the organizations.
- Oversee planning of monthly membership meetings, the Fall Kick Off Luncheon, and the Annual Legislative Dinner.
- Solicit sponsorship from school service partners to support the Fall Kick Off Luncheon and Annual Legislative Dinner.

- Monitor organizational finances to sustain and grow the financial health of the organization to support advocacy efforts.
- Work collaboratively with the ED RED Board and membership to address the need of the organization
- Develop the annual budget, in consultation with the Executive Board.
- Perform various other duties as directed by the Executive Board.

Lobbying

- Develop working relationships with the legislative staff of the Illinois General Assembly, Illinois State Board of Education, Governor's office, fellow education advocates, and other organizations working on education, budget, and tax policy.
- Identify, research and analyze education, budget, and tax- related legislation proposed by the Illinois General Assembly, prepare summaries of significant legislation for the ED- RED membership, and create position papers and action alerts as necessary.
- Attend legislative hearings, monthly ISBE Board meetings, and other meetings focusing on education policy.
- Provide testimony on ED- RED legislative positions at legislative and/or regulatory hearings.
- Negotiate the provisions and terms of proposed legislation with advocates and legislators. Present legislative updates at school board meetings and community events as requested by ED-RED members and legislators.
- Stay abreast of national issues, particularly as they influence the state of Illinois and public schools.
- Maintain a database of proposed legislation and policy changes that will impact member districts.

Communication

- Increase number of member districts, and maintain current members, through targeted outreach and communications.
- Engage and mobilize membership on critical policy issues through write in and call in campaigns.
- Effectively use technology, including social media and EdRed website, to provide timely and useful information to members.
- Publish e- newsletter, "From the Floor to Your Door," weekly during the legislative session and monthly for the rest of the year.
- Provide advisory assistance to ED- RED member school districts as requested on legislative communications, issue analysis, and effective lobbying strategies.
- Work in collaboration with other state organizations, such as LEND, LUDA, SCOPE, IASBO, IEA, IFT, ISBE and others as needed to meet EdRed goals.

Application Process:

A complete application should be submitted **on or before Friday, May 18, 2018** and should include:

- An online application at this website: www.generalasp.com/D207/onlineapp/
- A current resume
- A letter which sets forth qualifications and reasons for interest in this position
- Copies of college/university transcripts showing degree earned
- 3 current letters of recommendation

Employment

- The starting date is July 2, 2018
- Position is full time - year round
- Salary range is \$80,000 - \$100,000 with potential for additional merit-based compensation
- Competitive fringe benefits package

"As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant"