

Job Announcement

American Educational Research Association
Director of Membership, Constituent Relations, and Governance
(Washington, DC)

(Posted: September, 2010)

The American Educational Research Association (AERA) has retained Slesinger Management Services to recruit a person with strong membership, constituent relations, and organizational management skills—and who enjoys working with scholars and researchers—to serve as director of membership, constituent relations, and governance. This person would also be part of the senior management team.

Applications will be accepted until this position is filled. To see if the search is still active, please go to www.SlesingerManagement.com.

The Organization

AERA is a nonprofit organization whose mission is to advance knowledge about education, encourage scholarly inquiry related to education, and promote the use of research to improve education and serve the public good. Founded in 1916, AERA has approximately 25,000 members who are engaged in education research. Members include faculty, researchers, and graduate students who work at colleges and universities, independent research institutes, federal and state agencies, school systems, testing companies, and other organizations throughout the United States and abroad.

AERA members carry out research on a broad range of topics including curriculum and instruction, science and mathematics education, multicultural education, language and literacy, reading, education measurement and statistics, special education, counseling, instructional technology, social and philosophical foundations of education, education policy, educational leadership and administration, higher education, child and human development, workforce, and adult education. This research is disseminated through presentations at an annual meeting attended by approximately 14,000 researchers each year, six highly ranked peer-reviewed journals, and books published by AERA.

AERA has a staff of 28, based at its office near McPherson Square in Washington, DC, and an operating budget of \$8 million. Revenue comes primarily from member dues, meeting registration fees, and publication sales.

To learn more about the organization, please go to www.AERA.net.

Principal Responsibilities of the Director of Membership, Constituent Relations, and Governance

The director of membership, constituent relations, and governance will lead the organization's efforts to provide excellent member service; recruit and retain members; work with leadership of the association's 12 divisions and approximately 160 special interest groups; and manage governance-related functions. Key governance activities include nominations and elections, awards programs, the AERA Fellows program, and facilitating the work of volunteer leadership in committees and task forces. This director will also be part of AERA's senior management team and report to the deputy executive director.

Desired Skills, Experience, and Personal Characteristics

To be successful, the director of membership, constituent relations, and governance should be:

1. Knowledgeable about membership recruitment, retention, and services. Experience at another professional association where members are individuals rather than organizations would be valuable.
2. A strong communicator who is comfortable interacting with members and constituents based mostly in academic institutions, federal and state agencies, and research organizations. A strong writer experienced with writing in a wide range of genres, including analytical reports, web-based highlights for members and constituents, and promotional literature is very important.
3. Experienced with association management systems. Excellent quantitative and analytical skills to utilize data about members and prospects to craft operational and outreach plans and to comprehend AERA's role and functions broadly as a scholarly research society is essential.
4. Familiar with effective ways to take advantage of web-based and other new technologies, including social media, to build membership and enhance products and services offered to members.
5. Able to create efficient processes and systems to interact effectively with divisions, special interest groups, and committees that are led by volunteers from the U.S. and around the world. Flexibility, creativity, and innovative aptitude are highly desirable.
6. Able to manage the governance activities and work effectively with the volunteer leadership of the association. Key qualities include: ability to manage and execute multiple projects and priorities simultaneously; excellent organizational skills with attention to details; and professionalism to represent the association among members and leadership.
7. Able to lead the work of a small membership, constituent relations, and governance team and to build an energetic and innovative team of professionals.
8. Commitment to excellent member and constituent service. Experience and interest in working with scholars and researchers preferred.
9. Able to contribute to AERA's senior management team to advance the association's mission and goals and to work effectively with the other department directors (which include meetings, publications, communications, finance and administration, and several programmatic departments).

Compensation

Salary will be commensurate with experience and qualifications. Compensation also includes an excellent benefits package.

To Apply

Please e-mail 1) cover letter that explains why you're interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry Slesinger, Founder and CEO

Slesinger Management Services

301-320-0680

E-mail: Larry@SlesingerManagement.com

(please include "AERA" in subject line; attached files in Microsoft Word or PDF only)

All applications will be acknowledged promptly.

(This job announcement can also be found at www.SlesingerManagement.com.)

AERA is an Equal Opportunity Employer.