



VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.0707

March 9, 2026

PLEASE POST

DIRECTOR OF PROGRAM DEVELOPMENT Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: March 23, 2026

EFFECTIVE DATE: To Be Determined

HOW TO APPLY: Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) and [External Candidates Apply Here](#)

INTERVIEWS: Selected candidates will be interviewed at a location determined by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Executive Director. Supervises Program Development Department staff.

POSITION DESCRIPTION: Serves as chief advisor to the Executive Director in the area of Program Development. Designs, manages and directs the program and activities of the Program Development Department.

RESPONSIBILITIES:

1. Recommends employment, assigns, supervises and directs all assigned staff.
2. Coordinates the planning, development, and conduct of the annual Summer Leadership Academy, the One Conference, etc. Supports the logistics for other IEA events such as EMELT and Human and Civil Rights Activist Weekend.
3. Plans and coordinates hotel, meeting space, keynote speaker logistics, and on-site convention operations for the IEA-NEA Representative Assembly. Attends the IEA-NEA Representative Assembly.
4. Plans and coordinates IEA-NEA's caucus operations and presence at the NEA Representative Assembly. Attends the NEA Representative Assembly.
5. Performs site evaluations for conferences to ensure the venue meets logistical, budgetary and attendee needs. With the assistance of the IEA-NEA General Counsel, negotiates contracts with hotels and other venues for IEA-NEA conferences and convenings.
6. Coordinates the development, administration and implementation of the IEA-NEA Research and Resource Programs.
7. Coordinates the development, administration and implementation of the IEA-NEA information technology systems.
8. Coordinates IEA-NEA program development and information technology efforts with those of the NEA in partnership with other IEA departments.
9. Serves as the co-chair of the Document Retention Committee and assists in the administration of the policy.
10. Coordinates the development, administration and implementation of the IEA-NEA Print Shop operations.
11. Coordinates the development, administration and implementation of the IEA-NEA General Services operations.

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(Continued)

RESPONSIBILITIES: (Continued)

12. Directs and coordinates the facilities management of the Conference Center at the IEA-NEA Anne Davis-Clay Marquardt Professional Development Center.
13. Oversees the maintenance and repair of the IEA-NEA Anne Davis-Clay Marquardt Professional Development Center facilities in Springfield.
14. Makes recommendations for the development of the department budget and takes necessary corrective action required to operate within the approved IEA-NEA budget.
15. Acts as staff contact for assigned IEA-NEA Committees.
16. Demonstrates commitment to advancing diversity, equity, inclusion, and creating a culture of belonging and teamwork, including experience working with individuals from diverse racial, cultural, socioeconomic, gender, and ability backgrounds.
17. Demonstrates commitment to organizing, antiracism and social justice. Works with management, assigned staff, and governance to advance the strategic goals and priorities of the IEA-NEA.
18. Demonstrates excellent written and verbal skills.
19. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, managers and the general public.
20. Performs other duties as directed by the Executive Director.

MINIMUM QUALIFICATIONS:

- Bachelor's degree/advanced degree(s) preferred.
- Knowledge of or documented experience working with public education issues, unions, organizing, social justice organizations, political action and/or collective bargaining preferred.
- Previous managerial experience preferred.
- Experience with budget development and administration.
- Experience with one or more focus areas of the Program Development Department.
- Excellent written and verbal communication skills.
- Ability to work independently and in a team environment.
- A high degree of interpersonal skills and capacity to interact effectively with members, IEA-NEA leadership, management colleagues and staff is essential.
- Valid driver's license required.

SALARY AND BENEFITS:

Salary - \$184,400 per year; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Directors.

IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.