



## **Policy Analyst**

### Job Description

The Hunt Institute's mission is to secure America's future through quality public education. Since its establishment in 2001, the organization has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

### **Position**

The Policy Analyst (PA) maintains an expert understanding of education policy issues and readily translates them into publications, curriculum, and other supports for high-level state policymakers. The PA conducts research and analysis on relevant policy issues and writes grant reports, policy briefs, primers, and case studies for dissemination. The PA will report directly to a Deputy Director and will be based out of The Institute's office in Cary, North Carolina.

### **Responsibilities**

- Conduct education policy research and data analysis to help provide policymakers with information on best practices, trends, and current research.
- Respond to data and policy inquiries on assigned education policy areas in internal strategic planning sessions, partner meetings, meetings with policymakers, and during the development of publications and events.
- Develop materials (grant proposals, grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Hunt Institute's mission and strategic plan.
- Support the planning for major Institute policymaker convenings, including state legislators retreats and cross-state and national events for senior-level state policymakers.
- Work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Perform other duties as assigned.

### **Qualifications**

- Bachelor's degree is required, with a master's degree and/or experience within the field of education policy strongly preferred.
- At least 3 years of experience conducting policy and data analysis in education.
- Demonstrated experience using data to support policy development.
- Knowledge of research methodology, evaluation, and statistics to be able to understand and interpret the validity and significance of findings.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Commitment to the mission and vision of The Hunt Institute, alongside a passion for challenging entrenched systems of educational inequity towards the bettering of public education for all children.
- Passion for investing in the growth of colleagues; able to motivate and rally support in service of organizational mission and goals.

- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.
- Ability to travel (anticipated between 15-20%).

**Ideal candidates will also demonstrate the following characteristics:**

- Demonstrated resourcefulness and good judgment.
- Values diversity of thought, backgrounds, and perspectives.
- Ability to multi-task while maintaining impeccable attention to details.
- Integrity/ethics beyond reproach.
- Constantly seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to the organization's mission, financial stability, and success.

**Work Schedule**

This position is based out of 4000/5000 Centregreen Way, Suites 301/150, Cary, NC, 27513 in office Tuesdays, Wednesdays, and Thursdays. Hybrid on Fridays. Occasional Monday's, evenings, and weekends may be required. Office hours: 8:30am-5:00pm

**Benefits and Compensation**

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental, and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionate about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$60,000-\$65,100.

**Equal Employment Opportunity**

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation.