



**The Hunt Institute**  
**Managing Director**  
Cary, NC

### **Background**

The Hunt Institute's (The Institute) mission is to secure America's future through quality public education. Since its establishment in 2001, The Institute has emerged as a recognized and dynamic leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute is a 501(c)(3) independent, nonpartisan nonprofit and an affiliate of the Duke University Sanford School of Public Policy. 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, Hunt-Kean Leadership Fellows, and other elected and state-level policymakers.

After almost 20 years as a nonpartisan leader in K-12 education policy and political leadership, The Institute evolved in 2016 to broaden its K-12 policy focus to encompass the full continuum, from prenatal care and early childhood to postsecondary education and the workforce. The Institute creates meaningful platforms to engage policymakers and education leaders across our work. At the core of The Institute's work is a commitment to equity in educational access, quality, and opportunity.

As a result of recent programming expansion and staff growth, The Institute seeks a Managing Director to lead its dynamic team of policy and program directors and collaborate with leadership to advance The Institute's strategic vision.

### **Position Overview**

The Institute's Managing Director (Director) will serve as a critical member of the leadership team. Reporting to the Vice President (VP), the Director will serve as a trusted thought partner and team leader and will: articulate and implement the strategic vision for The Institute's team of policy and program directors; oversee a portfolio of programs and services; provide guidance, mentoring, supervision and professional development to the directors; set up and monitor structures for team accountability and create a process for team performance evaluation; evaluate the effectiveness of programs; help to promote and diversify funding; continue to raise The Institute's profile through external communications and partnerships; and support the policy and program team to ensure programs are innovative. The Director will bring a passion for legislative and education policy issues, keeping abreast of trends and developments towards ensuring strategic alignment with The Institute's core beliefs. This is an exciting opportunity for a leader committed to developing teams, designing efficient processes, and thoughtfully scaling impact. The Director will be based out of The Institute's office in Cary, North Carolina.

### **Responsibilities**

#### **Leadership, Team Management and Organizational Strategy:**

- Provide leadership and oversight in the overall development, strategic planning, program delivery and management of The Institute's four key policy areas: 1) Early Learning, 2) Standards and Assessments, 3) Teacher and School Leader- recruitment, retention and pay and 4) Postsecondary and the Workforce.
- Lead a team of thirteen, consisting of three directors, and ten policy analysts. Work closely with the policy & program directors to build their skills and confidence so that they can mentor, encourage and motivate all team members. Provide mentorship and guidance on how to improve program management and team performance. Set up accountability systems and nurture a growing sense of ownership within the team to ensure continued delivery of high-caliber programming.
- Create and support a high performing culture, in service of an equitable education for all public school children and aligned with The Institute's core values: Collaboration, Innovation, Respect and Accountability.
- Foster a team-centered environment that inspires collaboration and supports all colleagues in leveraging their passions towards advancement of The Institute's core mission.
- Deploy resources efficiently and effectively to meet The Institute's goals, balancing workloads and competing agendas.
- Create, leverage and steward strong relationships and partnerships to advance the work and impact of each of the five key policy areas and the overall work of The Institute.



- Ensure the design and development of major convenings, virtual engagements, curricula, learning experiences and research materials are tailored specifically for the participants to be served, i.e., legislators, policymakers, educators, etc. and are in alignment with The Institute's equity initiatives.
- Represent and speak on behalf of The Institute in relevant and strategic convenings, committees and panels.
- Coordinate the annual strategic planning process in partnership with the CEO, VP and Director of Finance & Operations.

#### **Program Oversight and Evaluation:**

- Oversee the coordination, integration, and delivery of the four key education program areas. Promote collaborative relationships among the program areas and ensure the expectations of funders, partners and the mission of The Institute are met.
- Establish measurable program performance goals to assess program quality, impact and sustainability on an annual and on-going basis.
- Coordinate with the VP and CEO on developing new program concepts and pilot projects with a sharp attention to alignment with funder priorities and the potential to engage The Institute's funder network for support.
- Engage closely with finance to budget and monitor programmatic operations to ensure sound fiscal management.
- Coordinate and analyze appropriate data to inform programmatic decision making and program design. Throughout the process, foster innovation and learning – test, learn, adapt, iterate – for greatest impact.
- Determine staffing plans to achieve program goals and objectives.
- Engage partners, experts, and other influencers to promote continuous learning within The Institute to ensure The Institute keeps abreast of the most recent learnings and trends in the field.
- Oversee and enhance the knowledge management system to build a database of best practices.

#### **Qualifications**

- 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.
- Experience leading during a time of significant growth in a non-profit, government, philanthropy or educational environment, with oversight of a large portfolio of programs and initiatives.
- Demonstrated success managing and developing teams of 10 or more in a fast-paced matrix organization.
- Passion for investing in the growth of colleagues and direct reports; able to motivate and rally support in service of organizational mission and goals.
- A deep commitment to continuous self-examination, including a learning orientation driven by the curiosity to understand the complexities of multiple audiences.
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.
- Passion for The Institute's mission and an ability to communicate this passion to others.
- Excellent oral and written communication skills.
- Experience managing and developing strategic budgets.
- Experience with and commitment to collaborative management and team building, alongside evidence of success building relationships and fostering alliances among diverse people to accomplish 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 travel (anticipated between 20-30%).
- A Master's Degree, Ph.D. or other advanced degree in education, educational leadership, public policy, public administration or related field preferred.

This position description is based upon material provided by The Hunt Institute, an equal opportunity employer. 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.



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