



## **Director of Policy & Research**

### Job Description

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education.

Since its establishment in 2001, The Hunt Institute 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 Director of Policy & Research (DPR) leads The Hunt Institute's policy efforts, spearheading the development and focus of The Institute's policy and program agenda, supervising a team of policy analysts and research analysts in implementing this agenda, representing The Institute externally to partner policy and political organizations, and fostering strategic collaborations with key constituencies. The DPR contributes to all major policy and program initiatives and oversees the planning and execution of The Institute's policymaker convenings, as well as the content and drafting of all program and policy publications. The DPR will provide strategic leadership and subject matter expertise to a growing national portfolio of programs and partnerships. Finally, the DPR will help to promote and diversify funding, continuing to raise The Institute's profile through external communications and partnerships to help build a broader, more innovative portfolio of The Institute's programs and offerings. The DPR will report directly to the Vice President, and be based out of The Institute's office in Cary, North Carolina.

#### **Responsibilities**

- Lead The Hunt Institute's policy approach on critical national and state education issues, tracking policy developments and trends, researching political and legislative responses, and recommending how The Institute should best position itself to fulfill its nonpartisan mission and serve its key constituencies of elected state officials and senior policymakers.
- Oversee the design and development of major Institute policymaker convenings such as the Hunt-Kean Leadership Fellows, State Legislators Retreats, in-state events for elected officials, and cross-state convenings and national events for senior-level state policymakers.
- Develop, manage, and grow relationships with partner organizations and resource experts.

- Support The Hunt Institute’s research publications by providing a strategic vision for each publication, its audience, its purpose, and its ongoing relevance and connection to The Institute’s programming and position within the education policy field.
- Supervise the Policy & Research team and provide professional development and coaching as necessary to reach team and individual goals.
- Support and manage the development of materials (grant proposals, grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Hunt Institute’s strategic plan and mission.
- Ability to travel (anticipated between 20-25%).
- Accept and complete other tasks or duties as assigned.

### **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.
- 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 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.
- A Master’s Degree, Ph.D., or other advanced degree in education, educational leadership, public policy, public administration, or related field preferred.

### **Ideal candidates will also demonstrate:**

- Knowledge of state and national P-16 education policy.
- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Constant seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to The Hunt Institute’s mission, vision, financial stability, and success.

### **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.

**To apply:** Please submit cover letter, along with a résumé or CV, and a writing sample no more than five pages (sections from a longer paper can be submitted) to [applicant@hunt-institute.org](mailto:applicant@hunt-institute.org) with the subject line “Last Name – Director of Policy & Research.” **No phone calls, please.**