



## **Associate Policy Analyst**

### 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 transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

#### **Position**

The Associate Policy Analyst (APA) maintains an understanding of education policy issues and readily translates them into publications and curriculum for senior-level state policymakers. The APA conducts research and analysis on relevant policy issues and provides information for grant reports, policy briefs, primers, and case studies for dissemination. The APA will report directly to either a Senior Policy Analyst or Director of Policy and 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.
- Research and report on a wide array of education policy issues.
- Assist with fundraising efforts, strategy, and processes, including writing grant proposals, assessing impact of new funding on current work, participating in funder calls, and developing relationships in the field.
- Contribute to the development of major Institute policymaker convenings, including state legislators retreats, advisory committees, and cross-state and national events for senior-level state policymakers.
- Develop materials (grant proposals, grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Hunt Institute's strategic plan.
- Work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Perform other 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; 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.
- At least 1-3 years of experience conducting policy and data analysis in education.
- Bachelor's Degree required.
- Ability to travel (anticipated between 10-15%).

## **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 – Associate Policy Analyst." **No phone calls, please.**