



Director of Higher Education

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 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 Higher Education (DHE) will play a pivotal role in advancing The Hunt Institute's strategy to support policymakers and practitioners who seek to help students, especially students of color, adult learners, and other traditionally underserved student groups, access higher education, successfully pursue and attain a certificate or degree, and enter the workforce.

The DHE will provide strategic leadership and subject matter expertise to a growing national portfolio of postsecondary programs and partnerships. In addition, the DHE will leverage their extensive networks and partnerships to identify new opportunities to expand The Institute's impact. Finally, the DHE will help to promote and diversify funding; continue to raise The Institute's profile through external communications and partnerships to help build a broader, more innovative portfolio of The Institute's Higher Education programs and offerings. The DHE will report directly to the Managing Director. The DHE will be based out of The Institute's office in Cary, North Carolina.

Responsibilities

- Provide higher education subject matter expertise to position The Hunt Institute as the go-to call for policymakers on higher education policy.
- Oversee The Institute's approach to support policymakers, stakeholders and higher education leaders as they consider policy levers to advance higher education and workforce development outcomes within their states.
- Support and manage the development of materials (grant proposals, grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Institute's strategic plan and mission.

- Support and manage the development of programs, which can include fellowship programs, one-time state team convenings, and advisory committees, among other types of meetings.
- With support from the leadership team, build and execute a strategy for all Institute postsecondary initiatives.
- Build and maintain strong relationships with executive-level higher education leaders nationally.
- Supervise others – directly and/or indirectly - and provide professional development and coaching as necessary to reach team and individual goals.
- Accept and complete any other task or duty 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.
- Expertise in higher education policy with experience in a postsecondary setting.
- Familiarity with state higher education policy landscape and the systems levers (e.g. policy, financing, politics, etc.) affecting community colleges and student outcomes.
- Knowledge of college and workforce development data systems and analysis.
- 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 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 5 pages; sections from a longer paper can be submitted to applicant@hunt-institute.org with the subject line “Last Name – Director of Higher Education.” **No phone calls, please.**