



Senior Policy Analyst for North Carolina Programs

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

In this role, the Senior Policy Analyst (SPA) for North Carolina Programs will be expected to maintain an expert understanding of education policy issues and readily communicate them to North Carolina policymakers. The SPA will help maintain and build new relationships with North Carolina legislators as well as with external partners. Additionally, this position will be responsible for supporting programs and events which provide educational content for policy makers. The SPA will conduct research and analysis on relevant policy issues for presentations, policy briefs, primers, and case studies for dissemination. The SPA will report to the Deputy Director of North Carolina Programs and be based out of The Institute's office in Cary, North Carolina.

Responsibilities

- Monitor policy and electoral developments affecting education policy in North Carolina.
- Serve as point of contact for external partners.
- Research and draft educational materials for policy makers (issue briefs, PowerPoint presentations, web content, etc.) to support the work of the Programs and North Carolina team.
- Contribute to the design and development of major Institute policymaker convenings in North Carolina, including the Holshouser Legislators Retreat and other learning experiences for North Carolina policymakers.
- Participate in meetings with external partners and policymakers.
- Provide meeting summaries and analysis of major issues impacting education in North Carolina.
- Provide assistance to the Deputy Director of North Carolina Programs on commission reports, presentations, and external communications.
- Manage and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Perform other duties as assigned.

Qualifications

- Strong experience with engaging North Carolina policymakers required.

- Experience working for political campaigns, PACs, or political committees.
- Experience working in or leading nonprofit programs.
- Excellent analytical, writing, communication, facilitation, and project organization skills.
- Ability to work in a fast-paced environment.
- 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.
- Demonstrated ability to cultivate partnerships both inside and outside of an organization and to move a group towards a common goal.
- Minimum of five years' relevant work experience.
- Bachelor's degree required. Relevant experience in public policy, political science, public administration, or related field preferred.
- Ability to travel (anticipated between 15-25%).

Ideal candidates will also demonstrate:

- Relationships with current North Carolina legislators and policymakers.
- Experience in the analysis of regulations and statutes as well as knowledge of the full continuum of North Carolina's education system.
- Ability to be a self-starter, detail oriented and highly organized.
- Knowledge of state and national birth-16 education policy.
- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Persistence and a sense of optimism when confronted with obstacles.
- 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 with the subject line "Last Name – Senior Policy Analyst NC." **No phone calls, please.**