Senior Policy Analyst - Early Learning
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 organization 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, with a rapidly expanding presence in the early childhood policy space. 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 state elected and administrative policymakers.

Position
The Hunt Institute seeks two Senior Policy Analysts to support its growing early learning team. As states work to reform governance structures, expand services to children and families, optimize their use of American Rescue Plan (COVID relief) funding, and prepare for program expansions envisioned by the Biden administration, the Senior Policy Analysts will play key roles in staffing the team's support of policymakers.

Reporting to the Deputy Director for Early Learning, the Senior Policy Analysts – Early Learning will serve as key project managers for early childhood convenings/summits and other policymaker convenings, which includes, designing and executing agendas, identifying, and preparing speakers, developing materials, and managing associated project timelines. The Senior Policy Analysts will also support the development of curriculum for the Hunt-Kean Leadership Fellows and other Institute programming around Early Childhood.

Responsibilities
- Serve as a subject matter resource and support early childhood policy matters as assigned;
- Interpret potential implications of key state and federal policy and finance changes related to early childhood policies;
- Support the creation and interactive delivery of curriculum materials detailing significant early childhood policy considerations as part of an Early Childhood Policy Academy planned for elected officials and legislative/executive staff.
- Participate in research projects, either in a lead or supporting capacity, to produce policy briefs, memos, event related materials as required by grants/funders;
- Develop responses to requests for information on early childhood (prenatal to eight) received from policymakers and partners;
- Represent The Hunt Institute at national conferences, stakeholder meetings, and in discussions with potential partners and funders;

- Develop reports for funders and The Institute as needed;
- Participate in special projects as directed; and
- Perform other duties as assigned.

Qualifications
- Master's degree required in early childhood education, public policy, or a related field (MEd, MAT, MBA, MHA, MPH, MPP);
- Minimum of five years' work experience; 2+ years' relevant experience and expertise in early childhood policies and programs strongly preferred;
- Ability to synthesize information and present findings or recommendations to high-level executives and stakeholders;
- Ability to work independently and conduct research on early childhood policy topics;
- Excellent oral and written communication skills;
- Demonstrated experience with using data to support policy development;
- Knowledge of research methodology, evaluation, and statistics to be able to understand and interpret the validity and significance of findings;
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders;
- General knowledge of states' early childhood programs a plus; and
- Ability to travel (anticipated between 20-25%).

Ideal candidates will also demonstrate the following characteristics:
- Demonstrated resourcefulness and good judgment;
- Hands-on, leads by example;
- Values diversity of thought, backgrounds, and perspectives;
- Ability to multi-task while maintaining vigilant attention to details;
- Integrity/ethics beyond reproach;
- Recognizes the influence of workplace relationships on outcomes and results;
- Collaboratively and creatively supports the work efforts of colleagues at all levels and in all areas of the organization;
- Willingness to work collaboratively and consider new ideas; and
- Commitment to the organization's mission, 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.

Salary is commensurate with experience. **To apply**, please submit cover letter, along with a résumé or CV to applicant@hunt-institute.org with the subject line "Last Name, Senior Policy Analyst - EL" Position is open until filled.