Policy Analyst – K-12
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. 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
Reporting directly to the Director of K-12, the Policy Analyst (PA) maintains an expert understanding of education policy issues and readily translates them into publications and curriculum for senior-level state policymakers. The PA conducts research and analysis on relevant policy issues and provides information for grant reports, policy briefs, primers, and case studies for dissemination, supporting The Hunt Institute’s vision to be the go-to call for policymakers. The ideal candidate will be based out of The Institute’s Cary, North Carolina office.

Responsibilities
- Conduct education policy research and data analysis for policymakers, partners, internal strategic planning sessions, etc., to create policy briefs, memos, and information on best practices, trends, and current research relevant to K-12 education;
- Lead or support on major projects, with support from the Director and team members;
- Research and report on a wide array of education policy issues, including providing research support to staff across the organization;
- 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;
- Represent The Hunt Institute at national and state conferences, stakeholder meetings, and in discussions with potential partners and funders;
- 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;
- Work on multiple projects, work within tight deadlines, and prioritize work as necessary;
- And 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;
• Excellent oral and written communication skills;
• Knowledge of state and national K-12 education policy;
• Demonstrated experience with using quantitative and qualitative data to support policy development;
• Ability to prioritize and handle multiple projects with competing deadlines; ability to pay attention to accuracy and detail while thinking broadly;
• Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders;
• 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;
• Commitment to equity;
• At least 3-5 years of experience conducting policy and data analysis in education;
• Bachelor’s Degree required; Master’s Degree, Ph.D., or other advanced degree in education, educational leadership, public policy, public administration, or related field preferred;
• And ability to travel (anticipated between 10-15%).

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 a cover letter, 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 “PA – K-12 – your last name.” Position is open until filled. No phone calls, please.