Chief of Staff
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 Vice President, the Chief of Staff (CoS) will provide leadership and oversight to support the organization’s day-to-day functions and staff. The Chief of Staff will be part advisor, part gatekeeper, part problem solver, and part all-round strategic partner to develop strategy to meet organization goals and advance our mission.

The Chief of Staff will have both internal- and external-facing responsibilities, ranging from day-to-day management and professional growth for a team of up to 10 direct reports (including fundraising, administrative work, and external events).

Ideal candidate will be based out of The Hunt Institute’s Cary, North Carolina office.

Responsibilities

- Work with the policy and program directors and departments, and takes steps to ensure maximum efficiency, harmony and good workflow. Inform the President and Vice President on progress and issues found.
- Maintain continuous lines of communication, keeping the President and Vice President informed of all critical issues.
- Disseminate information and communicate ideas on behalf of the President and Vice President. Facilitate communication across departments.
- Coordinate activities, set agendas, and summarize deliverables for Senior Team, Leadership Team, and other staff meetings.
- Work to solve problems, mediate disputes, and deal with issues before they bubble up to the President.
- Monitor and advise on staff expansion, contraction, or reassignment of responsibilities for maximum organizational benefit.
- Provide ad-hoc analysis and decision support.
- Work with the Vice President to ensure that the President is prepared for meetings and events.
- Work closely with the Executive Assistant to the President to ensure the appropriate management of the President’s calendar so that all priorities are met.
- Support the President and Vice President’s management of leadership team meetings and management of those members.
• Work with the leadership team to measure progress against the strategic plan.
• Represent the President as requested with funders, board members, public officials and other partners in person and in writing.
• All 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;
• Ability to prioritize multiple projects with competing deadlines;
• Excellent oral and written communication skills;
• Demonstrated experience with using quantitative and qualitative data to support policy development;
• Knowledge of financial management and strategic planning;
• Knowledge of human resource policies;
• Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders;
• Commitment to equity;
• A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor;
• Bachelor’s degree in required; Master’s degree preferred;
• Minimum of six to eight years’ relevant work experience; expertise in organizational administration and at least two years of experience in a similar position; and
• Ability to travel (15% anticipated).

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 and résumé to applicant@hunt-institute.org with the subject line “Chief of Staff– your last name.” No phone calls, please. Priority will be given to applicants who apply by February 18, 2022.