



Director of National 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 Hunt 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 transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

Position

The Hunt Institute is seeking a Director of National Programs to lead a team to oversee the implementation of The Institute's signature programs – including Hunt-Kean Leadership Fellows, Governors Education Symposium, and our State Legislators Retreats. The Director of National Programs will be a member of the leadership team reporting directly to the Chief of Staff. The position is based out of The Hunt Institute's office in Cary, North Carolina.

Responsibilities

- Oversee all Institute programming targeting state-level policymakers, including Hunt-Kean Leadership Fellows, State Legislators Retreats, and governor and former governor convenings.
- Supervise the development of agendas for national programming; identify and approve resource experts; and ensure the quality of all related materials.
- Maintain project schedules and timelines, delegating tasks, identifying dependencies, and driving awareness and crisp execution against major due dates.
- Supervise the National Program team, including identifying and assigning focus areas; working with the team to identify suitable projects that align with the organization's agenda; and assisting project leaders with timely delivery of projects and publications.
- Serve as an integral part of The Institute's leadership team, contributing to overall strategy development and setting the course for success.
- Work with the leadership team to manage cross-functional, high-impact initiatives and programs that enable The Institute to achieve short- and long-term goals and grant deliverables.
- Other duties as assigned.

Qualifications

- Commitment to The Hunt Institute’s mission and vision, alongside a passion for challenging entrenched systems of educational inequity and bettering public education for all children.
- Exceptional project management skills with a proven track record of moving complex projects from big ideas through to implementation.
- Experience successfully executing large events.
- Experience working for political campaigns, PACs, advocacy campaigns, or political committees a plus.
- Ability to engage diverse audiences, including senior-level elected officials, both as a discussion moderator and in one-on-one conversation.
- Ability and willingness to both identify obstacles and build systems and structures to overcome them.
- Passion for investing in the growth of colleagues; ability 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 meet deadlines.
- Ability to pay attention to accuracy and detail while thinking broadly.
- Bachelor’s degree is required; an advanced degree is preferred.
- Minimum of 10 years demonstrated program management experience and leadership.
- Ability to travel (anticipated 25%).

Ideal candidates will also demonstrate:

- Knowledge of state and national P-16 education policy.
- Resourcefulness and good judgment.
- Experience working with and/or for elected officials.
- 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 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 check 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 – Director National Programs.” No phone calls, please.