



Senior Program Manager – State Engagement

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 seeks a Senior Program Manager for State Engagement (SPM-SE) to support its growing state work. As The Institute expands its state legislators retreat model, this position will play a critical role in building and maintaining relationships with policymakers, legislators, external partners, and other stakeholders around the country.

The SPM-SE will serve as a key program manager for state legislators retreats and similar state engagement convenings, which includes designing and executing agendas, identifying and preparing resource experts, developing program materials, and building and managing associated project timelines. As a member of the Programs Team and reporting to the Deputy Director of State Engagement, the SPM-SE will manage the creation and execution of retreats from start to finish and regularly maintain the relationships necessary, both internally and externally, to repeat and strengthen retreats annually. The SPM-SE will be based out of The Institute's office in Cary, North Carolina.

Responsibilities

- Contribute to the design and development of major Institute policymaker convenings around the country, including state legislative retreats and other learning experiences for state legislators.
- Partners with Director of Programs and Deputy Director of State Engagement to develop and execute the team's strategic plan and event calendar.
- Oversee and manage program management documents and work with the State Engagement team to ensure everything is on track.
- Supports Deputy Director of State Engagement in reviewing and editing materials developed by the State Engagement team or other internal teams.
- Coordinate internally with other policy teams to ensure the completion of high-quality materials to support programming.
- Develop materials (grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Institute's strategic plan and mission.
- Serve as a critical support to the State Engagement team, taking regular meeting notes, providing content support and tracking, and managing key dates and deadlines.

- Communicate with external partners, policymakers, and other stakeholders to support their attendance at and participation in Institute programming.
- Participate in meetings with external partners and policymakers.
- Provide meeting summaries and analysis of major issues impacting education around the country.
- Monitor action and issues in partner states in order to provide the most relevant content possible to legislators.
- Provide support to the Deputy Director of State Engagement on reports, presentations, and external communications.
- Actively seeks and supports new work by supporting on funder development and partners, drafting proposals, and budgeting projects.
- Support and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Serve as a thought partner on a growing team that is working to develop high-quality systems and policies.
- 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.
- Knowledge of national birth-16 education policy.
- Strong experience with engaging policymakers preferred.
- Strong experience working in or leading nonprofit programs required.
- Excellent analytical, writing, communication, facilitation, and project organization skills.
- Ability to work in a fast-paced environment.
- 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.
- Ability to anticipate and identify challenges before they happen and take the initiative to address the issue in an appropriate manner.
- Demonstrated ability to cultivate partnerships both inside and outside of an organization and to move a group towards a common goal.
- Minimum of 5 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 legislators, policymakers, and/or education stakeholders.
- Ability to be a self-starter, detail oriented and highly organized.
- 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 Program Manager, State Engagement." No phone calls, please.