



## **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 Senior Policy Analyst of K-12, the Policy Analyst (PA) maintains an expert understanding of education policy issues and readily translates them into issue briefs, convenings, webinars, and research requests for senior-level state policymakers. The PA conducts research and analysis on relevant policy issues and provides information for grant reports, policy briefs, primers, webinars, and case studies for dissemination, supporting The Hunt Institute's vision to be the go-to call for policymakers. The PA will also support The Hunt Institute's state transition advisory committee and technical assistance with states, which includes research, writing, and supporting convenings. The PA also partners with the programs team to support on logistics for K-12 meetings and convenings with legislators, policymakers, and other elected officials. 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, panel sessions, on best practices, trends, and current research relevant to K-12 education
- Lead or support on major projects, with support from the senior policy analyst, director of K-12, and other 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, Hunt-Kean Fellows, and state advisory committees for senior-level state policymakers. This includes invitation outreach and follow up, serving as the liaison with the events team, monitoring event budgets, and tracking other logistics, such as hotel and travel, as needed

- Track state-level elections of governors and state superintendents, as well as monitoring relevant education news happening in states and with elected officials with which The Hunt Institute partners
- Support our State Advisory Committee and T/A work, which is often ad hoc and requires nimbleness, ability to coordinate schedules and multiple perspectives, draft issue briefs on a particular topic with state and national context, turn policy objectives into working meeting agendas, be on-site to take meeting notes and turn into post-meeting follow up, and liaise on meeting logistics as needed
- Rotate coordinating webinars as part of our monthly Homeroom with Education Leaders series, which includes pitching webinar ideas, identifying and facilitating invites to panelists, crafting questions, promoting upcoming webinars, and leading day-of logistics
- 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 within tight deadlines, with prioritization and reprioritization regularly needed
- And perform other duties as assigned

### **Qualifications**

- At least 3-5 years of experience conducting policy and data analysis in education
- Experience working in a fast-paced environment
- 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
- High attention to detail
- 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
- 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](mailto:applicant@hunt-institute.org) with the subject line "PA – K-12 – *your last name*." Position is open until filled. **No phone calls, please.**  
**Priority will be given to applicants who apply by July 5, 2022.**