



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 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

Reporting directly to the Senior Policy Analyst of K-12, the Policy Analyst (PA) leverages their knowledge of K-12 education policy and their skills in research, data analysis, and program support to contribute to The Hunt Institute's role as the go-to call for policymakers. The PA maintains an expert understanding of education policy issues and conducts research and analysis in order to lead or support the K-12 team's work to create issue briefs, respond to research requests, and design and execute in-person and virtual convenings for senior-level state policymakers. To support convenings, the PA will help create agendas and materials, and will partner with the programs team to support logistics. Convenings led by the K-12 team include state transition advisory committees, technical assistance with states, and The Path Forward (a program that utilizes a cohort model to support states in their efforts to transform teacher preparation and teacher licensure programs to include the science of reading). 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 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 Leadership 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 technical assistance 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 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
- Demonstrated experience providing direct support to policymakers and/or education leaders
- 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 or other advanced degree in education, educational leadership, public policy, public administration, or related field preferred
- And ability to travel (anticipated between 10-15%).

Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$60,000 - \$65,100.

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.

Applying for the Position

*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 – PA – K-12.” No phone calls, please. **Priority will be given to applicants who apply by August 30, 2022.***