



## Director of Early Learning

### 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 Early Learning to lead a team to support The Institute's policy work and programming related to early childhood. The Director of Early Learning serves as the lead project manager for all early childhood convenings/summits and other policymaker convenings, supporting the design and execution of agendas, identifying and preparing speakers, developing materials, and managing project timelines. The Director of Early Learning will be a member of the leadership team and report directly to the Senior Director of Early Learning. The position is based out of The Hunt Institute's office in Cary, North Carolina.

### Responsibilities

- Oversee the development of agendas for national and state-specific Early Childhood 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 members of the Early Learning 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.
- Serve as a key subject matter expert on early childhood policy matters.
- Interpret potential implications of key state and federal policy and finance changes related to Early Childhood policies.
- Support the development of responses to requests for information and comments received from policymakers and partners.

- 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.
- 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; Master's degree preferred in related field (MED, MBA, MHA, MPH, MPP).
- Minimum of seven years relevant work experience in early childhood policy.
- Demonstrated contributions to the field and a national perspective in, early childhood education and development, mental health, public health, and family engagement.
- Ability to synthesize information and present findings or recommendations to high-level executives and stakeholders.
- Ability to work independently and conduct research on Early Childhood policy topics.
- Ability to collaborate and work well within a team environment and with multidisciplinary groups.
- Knowledge of states' early childhood programs and policy innovations a plus.
- 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.

## 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: \$95,000 - \$116,250.

### **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](mailto:applicant@hunt-institute.org) with the subject line “Last Name – Director of Early Learning.” No phone calls, please. **Priority will be given to applicants who apply by September 23, 2022.**