



## Senior Policy Analyst – Higher Education

### 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 Director of Higher Education, the Senior Policy Analyst (SPA) – Higher Education will support the Higher Education team and The Hunt Institute in identifying policy trends in the higher education policy space and providing expert policy analysis and content knowledge, leading major grant-funded projects, and supporting the achievement of The Hunt Institute's vision to be the go-to call for policymakers.

The responsibilities of the SPA – Higher Education will span the portfolio of the Higher Education team. One of the primary areas of responsibility will be to oversee the planning and scaling of postsecondary leadership programs (e.g., ElevateNC). This position will also support the policy side of State Higher Education Executive Officer (SHEEO) transition committee work as well as lead issue brief drafting for programming across The Institute.

Additionally, the SPA – Higher Education will lead technical assistance for legislators and policymakers, including responses to legislative requests and policy briefings. This role will also require ongoing legislative engagement, largely in collaboration with The Institute's National Programs team and Director of Legislative Engagement.

In addition to these initiatives, the SPA – Higher Education will focus on growing the team's portfolio and supporting other Institute work as needed, including conducting research and analysis on relevant policy issues and providing information for reports, policy briefs, primers, and case studies for dissemination. This position will be based out of The Institute's office in Cary, North Carolina.

### Responsibilities

- Manage the development and scaling of postsecondary leadership programs
- Support the policy work of State Higher Education Executive Officer (SHEEO) transition committees

- Lead issue brief drafting for programming across The Institute
- Serve as subject matter resource and support higher education policy matters as assigned
- Interpret potential implications of key state and federal policy and finance changes related to higher education policy
- Support the Director of Higher Education in identifying and developing strategic opportunities for the growth and development of The Institute's research, policy analysis, and programmatic work
- Assist with the strategic identification of new fundraising opportunities and support existing development efforts, including grant applications, proposals, reports, and assessment of impact of new funding on current work
- Support grant development and management processes, helping to identify strategic grant deliverables during the grant development stage and lead the tracking of deliverables relevant to the Higher Education team
- Conduct education policy research and data analysis for policymakers, partners, internal strategic planning sessions, etc., to create policy briefs, memos, and information on best practices, trends, and current research relevant to higher education and workforce development
- Develop materials (grant proposals, grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Institute's strategic plan and mission
- Represent The Hunt Institute at national conferences, stakeholder meetings, and in discussions with potential partners and funders
- Manage fellows, interns, and staff, as opportunities arise
- 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
- Ability to prioritize multiple projects with competing deadlines
- Excellent oral and written communication skills
- Demonstrated experience with using quantitative and qualitative data to support policy development
- Knowledge of research methodology, evaluation, and statistics to be able to understand and interpret the validity and significance of findings
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Commitment to equity
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Bachelor's degree required; Master's degree in education, public policy, or a related field preferred
- Minimum of five years' relevant work experience; expertise in education programs and policies strongly preferred

- Ability to travel (15% anticipated).

### **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: \$70,000 – \$86,025.

### **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) [applicant@hunt-institute.org](mailto:applicant@hunt-institute.org) with the subject line “SPA – Higher Education – *your last name.*” Position is open until filled. **No phone calls, please.** *Priority will be given to applicants who apply by September 30, 2022.*