



## **Deputy Director – 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 drive education reform. 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 consists of governors, legislators, and other elected and state-level policymakers.

### **Position**

The Hunt Institute is seeking a Deputy Director for K-12 to support and manage the implementation of major K-12 initiatives and projects, including our strategy for engaging with state education agencies, and overseeing our strategy around national trends, best practices, and new research in K-12 education to be infused in Institute-led conversations and convenings. The Deputy Director will report directly to the Director of K-12. The position is based out of The Hunt Institute's office in Cary, North Carolina.

### **Responsibilities**

- Oversee K-12's policy strategy, ensuring we stay ahead of trends and best practices in K-12 and identifying opportunities to host engaging conversations with our stakeholders.
- Support the Director of K-12 in our strategy around engaging with state education agencies, including introducing The Hunt Institute to new and existing state superintendents; as well as the identification of major funder opportunities.
- Oversee K-12 specific events, such as our State Education Leaders Retreat, Education Datathon, and others.
- Serve as a subject matter expert on K-12 and represent The Hunt Institute at internal and external convenings, both in-person and virtual.
- Maintain project schedules and timelines, delegating tasks, identifying dependencies, and driving awareness and crisp execution against major due dates.
- Create and maintain strong relationships with state superintendents and departments of education, partners, and funders.
- Partner with Director of K-12 on development efforts, including grant applications, proposals, reports, and assessment of impact of new funding on current work.
- Supervise and mentor direct report staff, including communicating clear expectations, setting performance objectives, establishing a supportive environment while emphasizing accountability, providing regular and timely constructive performance feedback, and leading documented semi-annual performance reviews.
- Work with and across The Institute's national programs teams to manage cross-function, high-impact initiatives and programs that enable The Institute to achieve its mission and grant deliverables.
- 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.
- In-depth knowledge of state and national K-12 education policy.
- Exceptional project management skills with a proven track record of moving complex projects from big ideas through to implementation.
- Experience successfully executing large events.
- 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, an advanced degree is preferred.
- Minimum of five years demonstrated program management experience and leadership.
- Ability to travel (anticipated 15%).

## Ideal candidates will also demonstrate:

- 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 approach.
- 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 a cover letter, résumé, and 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 – Deputy Director for K-12." No phone calls, please. **Priority will be given to applicants who apply by November 30, 2022.**