



Senior Program Manager, Educator Diversity

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

In this role, the Senior Educator Diversity Program Manager will shepherd The Hunt Institute's work on the One Million Teachers of Color initiative, which aims to grow the number of teachers of color by one million by 2030. The Senior Program Manager will work across Coalition partners to help operationalize the Coalition's goals and create the structures necessary to make decisions and coordinate activities. The Coalition is still relatively new, and the Senior Program Manager will play a critical role organizing members, filling gaps, and supporting the strategic mission of the Coalition. The Senior Program Manager will also oversee all work strands that The Hunt Institute leads for the Coalition.

In addition, the Senior Program Manager will support 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. The Senior Program Manager will report to the Director of Equity Initiatives and the ideal candidate will be based out of The Institute's office in Cary, North Carolina.

Responsibilities

- Lead The Institute's One Million Teachers of Color initiative, a complex project with multiple stakeholders and partners.
- Conduct education policy research and data analysis to help provide policymakers with information on best practices, trends, and current research as related to educator diversity.
- Lead efforts to engage partners in Educator Diversity work.
- Lead the content development for Educator Diversity Summits and educator diversity related session guides.
- Support the creation and development of Educator Diversity Task Forces.
- Assist with fundraising efforts, strategy, and processes, including writing proposals, assessing the impact of new funding on current work, participating in funder calls, and developing relationships in the field.
- Contribute to the design and development of major Institute policymaker convenings, including state legislators retreats and cross-state and national events for senior-level state policymakers.
- Develop materials (proposals, reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Hunt Institute's strategic plan.

- Manage and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Participate in organization-wide strategic planning discussions as requested.
- 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.
- 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.
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.
- Exceptional analytical and conceptual thinking skills, especially as they relate to breaking down a problem or moving people and work from Point A to Point B.
- Demonstrated ability to cultivate partnerships both inside and outside of an organization and to move a group towards a common goal.
- Minimum of five years' work experience leading strategic initiatives in education. Relevant experience in education, educational leadership, public policy, public administration, or related field preferred.
- Bachelor's degree required. Master's degree preferred.
- Ability to travel (anticipated between 15-25%).

Ideal candidates will also demonstrate:

- Knowledge of state and national P-16 education policy and educator workforce diversity.
- 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: \$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 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 with the subject line “Last Name – Senior Program Manager – Educator Diversity.” No phone calls, please. **Priority will be given to applicants who apply by December 5, 2022.**