



## Deputy Director of State Engagement 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 Deputy Director of State Engagement (DD-SE) to support and manage the implementation and expansion of its state legislators retreat model around the country, as well as manage the State Engagement team that supports in executing this work. The Deputy Director will report directly to the Director of National Programs. The position is based out of The Hunt Institute's office in Cary, North Carolina.

The DD-SE will serve as the lead program manager for state legislators retreats and similar state engagement convenings, which includes designing and executing agendas, identifying and preparing resource experts, developing program materials, and building and managing associated project timelines. The DD-SE will manage the creation and execution of retreats from start to finish and regularly maintain the relationships necessary, both internally and externally, to repeat and strengthen retreats annually. The DD-SE will also be responsible for the management and professional development of a team currently made up of a Senior Program Manager, a Program Coordinator, and two Program Assistants.

### Responsibilities

- Oversee The Hunt Institute's State Legislators Retreats around the country.
- Supervise the development of agendas for State Legislators Retreats; 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.
- Lead the development and implementation of all aspects of the program including, but not limited to legislative outreach, agenda development, relationship management, program evaluation, and ongoing policy support.
- Create and maintain strong relationships with legislators, partners, and funders.

- 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 content teams to manage cross-functional, high-impact initiatives and programs that enable The Institute to achieve short- and long-term goals and grant deliverables.
- 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.
- 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 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: \$85,000 - \$93,465.

### **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 – Deputy Director State Engagement." No phone calls, please.