Policy Analyst – 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 organization 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. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

Position

The Policy Analyst – Early Learning (PA) leverages their knowledge of early childhood care and education policy and their skills in research, data analysis, and program support to contribute to The Hunt Institute's role as the go-to call for policymakers. The PA maintains an expert understanding of early childhood education policy issues and conducts research and analysis in order to lead or support the Early Learning Team's work to create issue briefs, respond to research requests, and design and execute in-person and virtual convenings for senior-level state policymakers.

To support convenings, the PA will help create agendas and materials, and will partner with internal teams to support meeting logistics. Convenings led by the Early Learning team include state transition advisory committees, technical assistance with states, Early Childhood Policy Academy, and an annual Early Childhood Leadership Summit (a national convening of elected officials and state leaders discussing innovative solutions to early childhood policies). The position will be based out of The Institute's Cary, North Carolina office.

Responsibilities
- Conduct early learning policy research and data analysis for policymakers, partners, internal strategic planning sessions, etc., to create policy briefs, memos, panel sessions, on best practices, trends, and current research relevant to early childhood education.
- Lead or support major projects, with support from supervisors and other team members.
- Contribute to the development of major Institute policymaker convenings, including state legislators' retreats, Hunt-Kean Leadership Fellows, and state advisory committees for senior-level state policymakers. This includes invitation outreach and follow up, serving as the liaison with the events team, monitoring event budgets, and tracking other logistics, such as hotel and travel, as needed.
- Track relevant state elections and monitor noteworthy early education news happening in states and with elected officials with which The Hunt Institute partners.
- Support The Institute's State Advisory Committee and technical assistance work, which is often ad hoc and requires nimbleness, ability to coordinate schedules and multiple perspectives, draft issue briefs on a particular topic with state and national context, turn policy objectives into

working meeting agendas, be on-site to take meeting notes and turn into post-meeting follow up, and liaise on meeting logistics as needed.

- Develop materials (grant proposals, grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Hunt Institute's strategic plan and mission.
- Represent The Hunt Institute at national and state conferences, stakeholder meetings, and in discussions with potential partners and funders.
- Assist with fundraising efforts, strategy, and processes, including writing grant proposals and reports, assessing impact of new funding on current work, participating in funder calls as requested, and developing relationships in the field.
- Work on multiple projects within tight deadlines, with prioritization and reprioritization regularly needed.
- And 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 in required; Master's degree in early childhood education, public policy, or a related field preferred;
- At least 3-5 years' relevant work experience; expertise in early education programs and policies strongly preferred; and
- Ability to travel (10% anticipated).
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Ideal candidates will also demonstrate the following characteristics:

- Ability to be a self-starter, detail oriented and highly organized.
- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Persistence and a sense of optimism when confronted with obstacles.
- 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: $60,000 - $65,100.

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 and background investigation.

To apply, please submit a cover letter, 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 with the subject line "PA – Early Learning – *your last name*." Position is open until filled. **No phone calls, please. Priority will be given to applicants who apply by Monday, January 23, 2023.**