



Senior Policy Analyst – 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

Reporting directly to the Director of K-12, the Senior Policy Analyst – K-12 (SPA-K-12) will support the Director and The Hunt Institute in identifying policy trends in the K-12 policy space, provide expert policy analysis and content knowledge, lead major grant-funded projects, and support The Hunt Institute's vision to be the go-to call for policymakers.

In addition to leading projects, the Senior Policy Analyst – K-12 will focus on growing the K-12 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. The ideal candidate will be based out of The Institute's Cary, North Carolina office.

Responsibilities

- Manage projects and initiatives as assigned, including working directly with state agencies
- Serve as a subject matter resource and support K-12 policy matters as assigned.
- Interpret potential implications and finance changes related to key state and federal K-12 policies.
- Support the Director of K-12 in identifying and developing strategic opportunities for the growth and development of The Institute's research, policy analysis, and programmatic work.
- 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 K-12 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 K-12 education.
- 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.
- 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 to seven years of relevant work experience; expertise in education programs and policies strongly preferred.
- Ability to travel (10% anticipated).

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: \$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

– SPA for K-12.” No phone calls, please. **Priority will be given to applicants who apply by March 22, 2023.**