



Senior Program Manager 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 consists of governors, legislators, and other elected and state-level policymakers.

Position

The Hunt Institute is seeking a Senior Program Manager to manage The Hunt Institute's science of reading initiative, The Path Forward, which is aimed at embedding the science of reading into educator preparation programs and teacher licensure. The Senior Program Manager is responsible for project managing all aspects of The Path Forward initiative.

In addition to leading The Path Forward, the Senior Program Manager will support the National Programs team as needed on developing sessions and content around literacy for State Legislators Retreats, Hunt-Kean Leadership Fellows programs, 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 Senior Program Manager 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

- Project manage The Path Forward, which includes recruiting, monitoring, and tracking the progress of our state teams, hiring and monitoring virtual coaches, overseeing the National Advisory Group, and recruiting new states to join The Path Forward each year.
- Manage all virtual coaches and their progress with states in creating a comprehensive action plan.
- Create agendas, identify speakers, track registration, coordinate with the events & engagement team, and serve as overall manager of four virtual convenings and one in-person convening for The Path Forward.
- Liaise with our National Advisory Group members and identifying opportunities to leverage their experience and expertise to further the goals of state teams as well as The Hunt Institute.



- Have a strong foundation of understanding of early literacy and K-12, including the science of reading and legislation.
- Coach a portion of our state teams in building and implementing an action plan to embed the science of reading into educator prep programs.
- Identify, propose, and partner with state agencies on fee-for-service work that explores the science of reading and deepens their understanding of it. This includes drafting proposals, monitoring and implementing deliverables, and working directly with state agency staff.
- Possess a basic-level of understanding of early literacy and K-12, including the science of reading.
- Develop materials (grant proposals, grant 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.
- Serve as a resource for policymakers, education leaders, teachers, administrators, and families on topics related to literacy.
- Maintain project schedules and timelines to ensure successful implementation of The Path Forward.
- Periodically, and when necessary, update leadership on progress on The Institute's literacy work.
- 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.
- Awareness of state and national K-12 early literacy policy.
- Exceptional project management skills.
- 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.
- Bachelor's degree is required.
- Background in early literacy, instructional coaching, curriculum encouraged but not required.
- Minimum three years' experience.
- Excellent interpersonal skills and flexible, responsive work style.
- Ability to travel (anticipated 10 – 15%).

Ideal candidates will also demonstrate:

- Knowledge of state and national early literacy.



- Resourcefulness and good judgment.
- 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 \$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 of Literacy." No phone calls, please.