The Hunt Institute’s mission is to secure America’s future through quality public 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 Director, K-12 is responsible for engaging and supporting educators and school leaders across states. The Director, K-12 will play a critical role in coordinating and driving progress on the Institute’s strategic priorities. The Director, K-12 will ensure coordination, communication, and forward progress across various programmatic work streams. The Director, K-12 will collaborate with school leaders across states regarding the development and implementation of effective and efficient practices and strategies to drive equity in schools. The Director, K-12 will also provide information for grant reports, policy briefs, primers and case studies for dissemination.

The Director, K-12 reports directly to the Managing Director and is based out of The Hunt Institute’s Cary, NC office.

Responsibilities
• Builds relationship with local-level school leaders in Hunt Institute partner states.
• In partnership with other Institute staff, consults with schools, districts, state leaders, and policymakers to offer professional development and policy and research support that is tailored to local contexts.
• Provides leadership on K-12 initiatives in policy and research and fosters internal and external relationships that expand the reach of the Hunt Institute’s programs, products and expertise.
• Develop and ensure comprehensive plans and timelines for all programs and projects.
• Demonstrated ability to deliver information on an array of K-12 educational topics to small and large groups.
• Contribute to the design and development of major Institute policymaker convenings, including state legislative retreats and cross-state and national events for senior state policymakers.
• Oversee initiatives of The Hunt Institute to include The Path Forward and Across the Aisle.
• Support National Programs team on the planning and implementation of the Institute’s Regional Visits and School Site Visits for Hunt-Kean Leadership Fellows and state legislators.
• Knowledge of K-12 curriculum; knowledge of federal and state programs; and knowledge of current research in K-12 curriculum and school leadership.
• Assist with fundraising efforts, strategy and processes, including grant application and proposals, assessing impact of new funding on current work, participating in funder calls and developing relationships in the field.
• 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.
• A minimum of three years’ management and supervisory experience.
• Demonstrated success managing and developing teams in a fast-paced matrix organization.
• Passion for investing in the growth of colleagues and direct reports; able to motivate and rally support in service of organizational mission and goals.
• A deep commitment to continuous self-examination, including a learning orientation driven by the curiosity to understand the complexities of multiple audiences.
• Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.
• Passion for The Hunt Institute’s mission and an ability to communicate this passion to others.
• Excellent oral and written communication skills.
• Experience managing and developing program budgets.
• Experience with and commitment to collaborative management and team building, alongside evidence of success building relationships and fostering alliances among diverse people to accomplish 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 travel (anticipated between 15 - 20%).
• Bachelor’s degree is required. A Master’s Degree, Ph.D. or other advanced degree in education, educational leadership, public policy, public administration, or related field preferred.

Ideal candidates will also demonstrate the following characteristics:
• Demonstrated resourcefulness and good judgment.
• Hands-on, leads by example.
• Values diversity of thought, backgrounds, and perspectives.
• Ability to multi-task while maintaining impeccable attention to details.
• Integrity/ethics beyond reproach.
• Constantly seeking to apply best practices.
• Willingness to work collaboratively and consider new ideas.
• Commitment to the organization’s mission, financial stability, and success.

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.

**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: $95,000 - $116,250.

To apply, please submit cover letter, along with a résumé and a writing sample (no more than 5 pages; sections from a longer paper can be submitted) to applicant@hunt-institute.org with the subject line “Director, K-12 – your last name.” Position is open until filled. No phone calls, please.