



Policy Analyst

Early Learning

Job Description

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 Policy Analyst (PA) – Early Learning maintains an expert understanding of early learning policy issues and readily translates them into publications, curriculum, and other supports for high-level state policymakers. The PA conducts research and analysis on relevant policy issues and writes grant reports, policy briefs, primers, and case studies for dissemination. The PA reports directly to the Deputy Director of Early Learning. This position will be required to work from The Institute's main offices, located in Cary, North Carolina.

Responsibilities

- Conduct and provide support to staff on early learning policy research and data analysis to help provide policymakers with information on best practices, trends, and current research.
- Respond to data and policy inquiries on assigned early childhood education policy areas in internal strategic planning sessions, partner meetings, meetings with policymakers, and during the development of publications and events.
- Develop and provide quality control of materials (grant proposals, grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support our strategic plan and mission.
- Assist with fundraising efforts, strategy and processes, including writing grant proposals, assessing impact of new funding on current work, and supporting relationship development in the field.
- Work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree is required, with an advanced degree and/or experience within the field of early learning strongly preferred.
- At least 3-5 years of experience conducting policy and data analysis in education.
- Demonstrated experience with using 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.

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.

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 passionate 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.