



## **Managing Director**

### Job Description

#### **Who we are:**

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.

#### **What you will do:**

The Hunt Institute's Managing Director (Director) will serve as a critical member of The Hunt Institute's Leadership team. The ideal candidate will work in partnership with The Institute's other Managing Director to articulate and implement the strategic vision across the organization. In this role, The Director will function as a trusted thought partner and team leader to the Directors of Educator Diversity, State Engagement, and National Programs, overseeing a portfolio of programs and services while providing guidance to the teams.

The Managing Director will bring a passion for legislative and education policy issues, keeping abreast of trends and developments to ensure programs are innovative and impactful in accordance with grant deliverables and in alignment with The Hunt Institute's core beliefs.

In this role the Managing Director will not only oversee a portfolio of programs and services; provide guidance and mentoring, and professional development to The Institute's teams, but the ideal candidate will set up and monitor structures for team accountability; evaluate the effectiveness of programs; help to grow and diversify funding and continue to raise The Institute's profile through external communications and partnerships.

We are seeking a strong established leader with at least 10 years of documented success designing efficient processes, and thoughtfully scaling impact. This is an exciting opportunity for a servant leader who is committed to the mission and skilled in developing highly functional teams. The Managing Director will be based out of The Institute's office in Cary, North Carolina.

#### **Position duties include but are not limited to:**

#### **Accountability, Team Management, and Organizational Strategy:**

- Provide leadership and oversight in the overall development, strategic planning, program delivery and management of several of The Institute's teams.

- In collaboration with a Managing Director counterpart, work closely with the directors and deputy directors to build their skills and confidence so that they can mentor, encourage and motivate all team members. Provide mentorship and guidance on how to improve program management and team performance.
- Set up accountability systems and nurture a growing sense of ownership within the team to ensure continued delivery of high-caliber programming in “The Hunt Way”.
- Enforce and support a high-performing culture, in service of an equitable education for all public school children.
- Foster a team-centered environment that inspires collaboration and supports all colleagues in leveraging their passions towards advancement of The Hunt Institute’s core mission.
- Deploy resources efficiently and effectively to meet The Institute’s goals, balancing workloads and competing agendas.
- Create, leverage and steward strong relationships and partnerships to advance the work and impact of each of the five key policy areas and the overall work of The Institute.
- Ensure the design and development of major convenings, virtual engagements, curricula, learning experiences and research materials are tailored specifically for the participants to be served (i.e., legislators, policymakers, educators, etc.) and are in alignment with The Institute’s equity initiatives.
- Represent and speak on behalf of The Institute in relevant and strategic convenings, committees and panels.
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards.
- Other duties as assigned.

#### **Program Oversight and Evaluation:**

- Promote collaborative relationships among the content and program areas to ensure the expectations of funders, partners and the mission of The Institute are met.
- Establish measurable program performance goals to assess program quality, impact and sustainability on an annual and on-going basis.
- Coordinate with Administration on developing new program concepts and pilot projects with a sharp attention to alignment with funder priorities and the potential to engage The Institute’s funder network for support.
- Engage closely with COO and Finance team to budget and monitor programmatic operations to ensure sound fiscal management.
- Coordinate and analyze appropriate data to inform programmatic decision making and program design. Throughout the process, foster innovation, and learning – test, learn, adapt, iterate – for greatest impact.
- Determine and recommend to Senior Leadership staffing plans to achieve program goals and objectives.
- Oversee and enhance the knowledge management system to build a database of best practices.
- All 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 budgeting, financial management and strategic planning;
- Knowledge of human resource policies;
- 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;
- Bachelor's degree required; master's degree preferred;
- At least 10 years of experience in a senior leadership role with relevant work experience as a Managing Director is preferred.
- Ability to travel (20-25% anticipated).

**Work Schedule:** This position is based out of The Hunt Institute's physical office at 4000 Centregreen Way, Cary, NC 27513, in office Mondays, Tuesdays, Wednesdays and Thursdays. Work from home office on Fridays. Occasional evenings and weekends will be required.

**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: \$125,000 – \$139,500.

**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.

**Applying for the Position:**

To apply, please [click here](#). Complete the online application, submit a cover letter, along with a résumé and a writing sample (no more than 5 pages; sections from a longer paper can be submitted). Positions are open until filled. No phone calls, please.