



# Arts Education Partnership Director

## Status: Exempt      Date: June 2019

### Who We Are:

Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We were named by *The Nonprofit Times* in 2017, 2018 and 2019 as one of the **Top 50 Best Nonprofits to Work For**. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

The Arts Education Partnership ([www.aep-arts.org](http://www.aep-arts.org)) is a national network of organizations dedicated to advancing the arts in education through research, policy and practice. AEP's vision is that every student in America succeeds in school, work and life as a result of a high-quality education in and through the arts.

In 2015, the National Endowment for the Arts and the U.S. Department of Education selected Education Commission of the States to serve as the new host organization for AEP. AEP benefits from Education Commission of the States' exemplary reach to a range of education stakeholders across the nation. We build on AEP's more than 20-year legacy by providing partner organizations and the arts education community with the knowledge, tools and resources they need to elevate the narrative toward realizing our collective goals for all children to have access to the arts as part of their education.

### Who You Are:

The director's primary responsibility is to lead staff and projects to meet the organization's mission and goals. The director will have a passion for the arts in education, a vision for advancing the goals of the Arts Education Partnership and the savvy to utilize the Education Commission of the States' platform to strengthen and grow the AEP initiative.

### Essential Duties and Responsibilities:

1. Author reports, policy briefs and other materials for publication and web distribution. Connect with relevant organizations and/or states to partner on reports. Contribute to blogs, newsletters and other written AEP/Education Commission of the States' communications.
2. Plan, generate content and execute state-focused policy convenings, workshops and business development engagements.
3. Recruit, engage and mentor staff; provide feedback; and support professional development and performance management.
4. Manage project work teams to achieve successful project deliverables.



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5. Lead the development of status reports to granting agencies and foundations tied to specific projects and programs. Oversee reporting of both interim and final reports to funders.
6. Develop and formulate projects to promote AEP/Education Commission of the States' priorities.
7. Develop concept papers and external funding proposals in partnership with the vice president of policy and director of strategic initiatives.
8. Facilitate connections between the work of all teams, and support partnerships where appropriate. Identify and coordinate appropriate policy staff for projects.
9. Speak at state convenings when requested. Provide mentoring to other team members in preparing for and executing speaking engagements.
10. Use experience and insight to position arts education as essential to the goals and aspirations of state and national education policies, governance and practices.
11. Represent AEP/Education Commission of the States to external audiences through various mediums, including conferences, state visits, webinars and invited presentations. Participate in internal meetings.
12. Performs other AEP/Education Commission of the States duties as required.

**Job Specifications:**

- Master's degree required.
- Five to 10 years of public policy experience required.
- At least five years of experience managing people preferred.
- Proficient in use of digital software and technology, including databases, MS Word, Excel and PowerPoint.

**Supervisory Authority:**

Will supervise other team members. Receives direct supervision and will be mentored by the vice president of policy.

**Travel:**

Will require out-of-state travel, equal to roughly 25 percent of normal work time. Will average two trips per month on average throughout the year.

**Financial Authority:**

Oversight of department and/or grant budgets.

**Communication:**

Communicates daily with AEP and Education Commission of the States' staff, consultants and other constituents.

**Physical/Cognitive Demands:**

Must meet deadlines, make decisions quickly under pressure, assume independent responsibility, be able to troubleshoot, have sound judgment and be willing to support the AEP and Education Commission of the States teams.

**Working Conditions:**

The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier and fax.

**Compensation and Benefits:**

Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long-term disability and vision insurance; flexible spending account; health reimbursement account; and a yearly



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contribution to your 403b retirement plan. This position is located in Denver, CO or Washington, DC. The salary range for this position is commensurate with experience.

**Applying for the Position:**

To be considered for this position, please send a resume, cover letter/e-mail to Kate Haggerty at [khaggerty@ecs.org](mailto:khaggerty@ecs.org). The subject line of your e-mail should read "AEP policy director."

**Deadline to apply: All applications must be received by close of business on Tuesday, July 9, 2019.**

***Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse workforce.***