



# Assistant Director

## Status: Exempt

Date: February 2020

### 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 evidence-based information and opportunities for collaboration because informed policymakers create better education policy.

We have been named by The Nonprofit Times for three years in a row 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.

### Who You Are:

An assistant director leads staff and projects to meet the organization's mission and goals. Assistant Directors have a significant focus on staff management and team building related to their specific position.

### Essential Duties and Responsibilities:

1. Recruit, engage, develop, provide feedback, coach and mentor, and support professional development and performance management.
2. Manage project workflow and staffing to achieve successful project deliverables that are on time and within budget.
3. When related/relevant to the position, locate, correctly interpret, accurately summarize, and analyze for trends and similarities/difference in state policies, legislation, statutes and administrative code. Identify state policies to serve as models for policymakers and connect policy to research and outcomes.
4. When related/relevant to the position, author and edit reports, blogs, summaries, and other materials for publication and web distribution. Connect to relevant organizations or states to partner on reports.
5. Generate topic areas and structures, identify and communicate with speakers, prepare necessary written materials, meet deadlines, and provide on-site support. Develop meeting sessions and schedules independently and implement with support from supervisor and other staff. Collaborate with policy team members and leaders to support ECS convenings.
6. When related/relevant to the position, represent ECS at national and regional meetings, conferences, and other meetings. Participate as a speaker at other organizations' meetings and/or state convenings. Facilitate panel discussions, roundtables, work groups, meetings, etc. Represent ECS initiatives/plans independently and strategically at internal and external convenings. Participate in internal meetings.
7. When related/relevant to the position, speak at state convenings. Support other team members in preparing for and executing speaking engagements.



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Your education policy team.

8. Perform other duties as required.

**Required Skills and Qualifications**

- Master's degree required.
- 5-10 years of public policy experience preferred.
- At least five years of experience managing people preferred.
- Proficient in use of digital software and technology, including databases, MS Word, Excel and PowerPoint.

**Compensation and Benefits:**

Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to your 403b retirement plan. This position is located in Denver, CO. The salary range for this position is commensurate with experience.

**Applying for the Position:**

To be considered for this position, please send a resume and cover letter e-mail to Kate Haggerty/ [khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "Assistant Director" in the subject line.

**Deadline to apply: All applications must be received by close of business on Monday, March 9, 2020.**

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