Policy Analyst

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 have been named by The Nonprofit Times for five consecutive years 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

A Policy Analyst at Education Commission of the States contributes to the organization’s mission to provide a wide range of education stakeholders with unbiased information and opportunities for collaboration. Under the supervision of the manager/director, the Policy Analyst’s primary functions include writing and editing Education Commission of the States’ print and digital materials (newsletters, policy papers, other products); disseminating information via the Education Commission of the States’ website and other digital venues; conducting and synthesizing research, and responding to requests for information.

Essential Duties and Responsibilities

1. Under tight deadlines, research and respond to requests for information on a wide range of education issues.

2. With minimal support and supervision, locate, correctly interpret, accurately summarize, and analyze trends and similarities/differences in state policies, legislation, statutes and administrative code. Identify state policies to serve as models for policymakers and connect policy to research and outcomes.

3. Populate 50-state comparisons and policy databases. Maintain and develop policy materials for ECS website and events.
4. Read education research and accurately synthesize key findings and policy recommendations for a non-academic audience. Identify relevant points and link complex research to broader policy work.

5. Write and edit reports, issue papers, blogs, summaries, and other materials for publication and web distribution. Propose topic areas, approaches, and structure of reports. With an eye toward writing for the ECS audience, organize complex issues in an easily digestible way. Generally, require limited editing for clarity and accuracy.

6. Generate topic areas and structures, identify and communicate with speakers, prepare necessary written materials, meet deadlines, and provide on-site support. Develops meeting sessions and schedules independently and implements with support from supervisor and other staff.

7. Represent ECS at national and regional meetings and conferences, as needed. Speak at other organization’s meetings and/or state convenings, when requested. Participate in internal meetings.

8. Support development of peers and Policy Researchers and reviews their work when needed. Develops and assists in formulating projects to promote the ECS’ education priorities. Contribute ideas for policy team strategic planning, develop project proposals, and with supervision and support develop concept papers.

9. Performs other ECS duties as required.

### Required Skills and Qualifications

- Bachelor’s degree required.
- Master’s degree preferred.
- Minimum three years of public policy experience.
- Proficient in use of digital software and technology, including databases, Microsoft 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 $60,000-$70,000.
Applying for the Position

Please send a resume and cover letter e-mail to Kate Haggerty/khaggerty@ecs.org. Please include “Policy Analyst” in the subject line.

All applications must be received by close of business Wednesday, September 29, 2021.

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