



# Policy Director

## Status: Exempt

Date: November 2018

### 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 both 2017 and 2018 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:

The policy director's primary responsibility is to lead staff and projects to meet the organization's mission and goals.

### Essential Duties and Responsibilities:

1. Author reports, policy briefs and other materials for publication and web distribution. Connect to relevant organizations or states to partner on reports. Contribute to blogs, newsletters and other written Education Commission of the States communications.
2. Generate topic areas for, plan 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.
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 Education Commission of the States' priorities.
7. Develop concept papers and external funding proposals in partnership with the Vice President 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. Oversee the processes necessary to conduct 50-state survey research of critical policy issues, analyze state trends and issues, and manage efforts to capture state policy actions for database-driven dissemination.
11. Represent Education Commission of the States to external audiences through various mediums, including conferences, state visits, webinars and invited presentations. Participate in internal meetings.



**EDUCATION  
COMMISSION  
OF THE STATES**

Your education policy team.

12. Performs other 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.

**Travel:**

Will require out-of-state travel, equal to roughly 25 percent of normal work time.

**Financial Authority:**

Oversight of department and/or grant budgets.

**Communication:**

Communicates daily with 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 Education Commission of the States team.

**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 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, cover letter/e-mail to Kate Haggerty at [khaggerty@ecs.org](mailto:khaggerty@ecs.org). The subject line of your e-mail should read "policy director."

**Deadline to apply: All applications must be received by close of business on Friday, Dec. 7, 2018.**

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