

Senior Policy Analyst

STATUS: EXEMPT

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 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 Senior Policy Analyst at Education Commission of the States contributes to the organization's mission to provide a wide range of education stakeholders with information and opportunities for collaboration. With minimal support and supervision, the Senior Policy Analyst demonstrates broad knowledge of state education policy topics and deeper knowledge of one or two topic areas, as determined by ECS needs.

In addition to supporting other ECS team members, the Senior Policy Analyst leads projects, contributes to conversations with funders, and assists in developing policy team strategy. A Senior Policy Analyst's core tasks include writing and editing, disseminating information via presentations and targeted outreach, providing policy-focused technical assistance, conducting and synthesizing research, and responding to requests for information.

Essential Duties and Responsibilities

1. Locate, interpret, summarize, and analyze trends in state policies, legislation, statutes, and administrative code with minimal support and supervision.
2. Respond to state leaders' requests for policy information and consultation, including information requests and presentations.
3. Lead and contribute to policy reports that support state leaders in identifying, developing and implementing policy that address the needs of a learning society.
4. Lead and contribute to 50-state comparisons and databases that reflect current education policy.
5. Develop or contributes to meeting agendas, formats, and facilitation strategies that foster learning and collaboration to address key state policy challenges.
6. Represent ECS as a content expert at convenings and meetings, and testify before legislative bodies.
7. Interpret education research, synthesize key findings, and make policy recommendations.
8. Support the development of funding proposals, and interact with representatives from philanthropic foundations.
9. Develop and sustain a network of partners that enhance policy development and implementation for specific policy topics.
10. Perform other ECS duties as required.

Required Skills and Qualifications

- Minimum of five years of relevant public policy experience.
- Background knowledge and/or experience in state policies addressing education finance or state data systems preferred.
- Proficient in use of digital software and technology, including databases, Microsoft Word, Excel and PowerPoint.
- We do not require candidates to demonstrate a specific degree or level of academic certification. Research demonstrates that education requirements can be a deterrent for qualified candidates to apply and can perpetuate gender and racial disparities. Instead, we encourage all candidates with the professional experiences and skills outlined in this position specification to apply.

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. Education Commission of the States is a remote workplace that requires employees to have a physical residence with address within the U.S, and requires occasional travel. The salary range for this position is \$75,000-\$85,000.

Applying for the Position

Please send a resume and cover letter e-mail to Nicole Goff, ngoff@ecs.org. Please include "Senior Policy Analyst" in the subject line.

All applications must be received by close of business Friday, February 17th.

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