

**Posting Date:** February 10, 2010  
**Close Date:** Position will remain open until filled  
**Position Reports to:** President, First Focus  
**Travel:** 10% or less, business travel (may include overnight)  
**Direct Reports:** None  
**Classification:** Exempt, Full-time  
**Benefits:** Yes

### **Senior Director, Education Policy & Research**

First Focus is a bipartisan advocacy organization that is committed to making children and families a priority in federal policy and budget decisions. First Focus brings both traditional and non-traditional leaders together to advocate for federal policies that will improve the lives of America's children. [Child health, education, family economics, child welfare](#), and child safety are the core issue areas in which First Focus promotes bipartisan policy solutions.

#### **Summary Description**

The Senior Director, Education Policy will develop First Focus's federal K-12 policy agenda and be expected to research and analyze education policy options, including legislative specifications; design and execute policy implementation strategies; and, produce policy related material for advocacy and education efforts. In addition to K-12 policy, the Sr. Director for Education Policy will partner with the Sr. Director for Early Childhood Policy to advance First Focus's early childhood education agenda. Experience working in the education policy field is required.

#### **Essential Functions**

1. Develop a federal education policy agenda that highlight children's issues.
2. Analyze new and existing federal policies and their impact on education programs and create proposed action plan to address First Focus' position on areas that may impact the First Focus mission.
3. Advocate First Focus policy positions before congress and the Administration, as well as national coalitions.
4. Develop, nurture, and leverage relationships with elected and appointed officials and their staffs and with national advocacy organizations and coalitions that can influence federal policies related to education.
5. Develop, promote, monitor and help to implement new or revised policies and legislative strategies designed to promote the interest of children.
6. Represent First Focus outside of the organization at meetings and speaking engagements.
7. Prepare policy and advocacy materials, including issue briefs, legislative recommendations, journal articles, letters, press statements, opinion editorials, action alerts, and talking points.
8. Manage the organization's education policy work.
9. Fundraise and manage grants supporting First Focus education work.
10. Help keep First Focus website updated with latest education policy resources and materials
11. Develop a strategy to engage state partners in federal policy development and advocacy activities.

#### **Education, Skills and Abilities**

Bachelor's degree in related field and 3-5 years increasingly responsible experience in Education Policy.

1. In-depth proficiency in the areas of education required.
2. Ideal person will understand federal policy-making process, be adept with key tools in advocacy and policy change, understand political landscape and be able to work on issues that require bipartisan support to lead to policy change.
3. Experience working on Capitol Hill or engaging in advocacy on Capitol Hill.
4. Knowledge of issues facing education and major organizations involved with setting policy and advocating for policy changes and improvements.
5. Demonstrated skill/experience in developing strategies to affect public policy debates and decisions, and an ability to consider complex issues and explain those issues (both in writing and orally) for broader audiences.
6. Advanced communications skills including public speaking, persuasive writing and negotiations. Ability to communicate tactfully and effectively, both verbally and in writing, with a wide range of external contacts; and the ability to speak to large and small groups as well as facilitate and plan meetings.
7. Demonstrate the maturity and confidence to work internally and externally to promote the legislative agenda. Familiarity with key policy issues important to children and families.
8. Proficiency in Microsoft PowerPoint, Excel, Word and Outlook; and be able to prepare graphic presentation and conduct internet research.

**To Apply:**

To apply for this opportunity, please submit a cover letter outlining your interest in the position, your salary history, two writing samples, and a recent copy of your resume to Kim Huckabone, SVP Human Resources; [careers@americaspromise.org](mailto:careers@americaspromise.org)

We seek diversity including but not limited to race, sex, age, physical and mental ability, sexual orientation, religion, class, philosophy and culture.