



## **Policy Analyst Job Description**

The Policy Analyst is an integral position within Reaching Higher NH, growing the internal policy team. The Policy Analyst will work in close collaboration with the Director of Policy and Practice, serving as a lead researcher and co-designer of policy content and collateral for the organization. The Analyst will play an essential role in informing the direction of Reaching Higher's policy research, bringing innovative, timely, and strategic perspective and direction to the work and building and strengthening the relationships needed to ensure its accuracy, integrity, and relevance. To that end, the Analyst will work with the Reaching Higher staff, board, and partners to ensure all related work reflects and continually advances Reaching Higher's core policy priorities and overall vision and mission.

### **Application and Hiring Timeline**

Qualified applicants are encouraged to apply as soon as possible. To express interest please submit a cover letter detailing why you are uniquely qualified for this role and a resume to [nicole@reachinghighernh.org](mailto:nicole@reachinghighernh.org). The deadline for the submission of all applications is **Monday, February 14, 2022**. Interviews will be conducted on a rolling basis. This full-time position begins in early 2022.

### **What You Will Do**

#### *Research & Analysis*

Work in close collaboration with staff and board in support of developing, refining, and implementing Reaching Higher's education policy strategy. This work will be carried out in close coordination with the Director of Policy & Practice. This means, continually identifying and tracking potential and developing policy opportunities with an eye toward related mission-aligned research and analysis needs. This includes:

- monitoring legislation, rule-making, and overall state and local-level policy opportunities and trends; and,
- strategically identifying areas where new or deeper research and data will inform public debate and the policy-making process.

Accordingly, the Analyst will attend:

- Legislative hearings and work sessions;
- State Board of Education meetings, as relevant;
- Partner organization convenings; and,
- Other events, press conferences, and presentations, as appropriate and needed.

Compile, clean, and analyze data and draft related content on topics of timely and strategic import. Content to include:

- reports;
- briefings;
- presentations;
- one-pagers;
- talking points; and,
- social media content.

Provide technical assistance and analyses to policymakers, partner organizations, the media, clients, staff, and board, as appropriate and requested. This includes:

- Analyzing legislation and performing data and policy reviews to develop content that explains the potential impact of key education bills on the state and individual communities, as well as various stakeholder groups;
- Building and strengthening relationships with NH lawmakers, appointed officials, and their staff members;
- Assisting in the preparation of technical assistance on key bills, as appropriate and requested;
- Monitoring relevant legislation, including via use of AdvoKit; and,
- Providing reports and updates as requested by staff and board on all related work.

Identify and build new, and deepen existing, relationships with key national and state-based governmental, civic and business leaders, with the ultimate goal of building strong, impactful alliances in support of Reaching Higher's policy agenda. This includes:

- Identifying and building new, and deepening existing, relationships with New Hampshire and national education research organizations, in coordination with the staff and senior management team.
- Closely tracking those relationships, with an eye toward optimizing opportunities for meaningful engagement.

Develop and produce written content for internal use and for external publication on education research and innovation relevant to New Hampshire, in collaboration with the Director of Policy and Practice.

Represent Reaching Higher at education research and innovation events and forums, as requested and appropriate.

*Play a Unique and Positive Role on the Reaching Higher Team*

Be fully present and engaged in meetings with Reaching Higher's management and team, gathering and offering constructive ideas, feedback, and support.

Serve as professional, respectful, and committed representative of Reaching Higher NH at all times.

As necessary, track all grant / project deliverables and time spent on related work, in a timely and accurate manner and support funding and contract related pitches and reporting.

As appropriate, provide direct oversight of policy subcontracts and/or external project partners, ensuring RHNH's organizational values are always upheld.

### **What You Bring**

We are looking for awesome people. Bring us your diverse backgrounds and experiences. If you are moved by our mission and are motivated to make sure each and every child in NH has the opportunity to reach their fullest potential through an exceptional public education -- apply. And, you'll feel at home here if you love being a part of a community of learners, enjoy working hard -- but with purpose and vision -- and bring dedication, humility, and humor to the challenges you encounter.

### **Additional Qualifications Include**

- Bachelor's degree in public policy, social science research, education, or a related area.
- One (1) year of related work experience.
- Required work experience may include internships or research assistant roles requiring analysis, writing or research.
- Demonstrated ability to conduct thoughtful and accurate analysis, research and writing.
- Demonstrated ability to produce thorough, accurate results and to meet project milestones and deadlines.
- Excellent quantitative and qualitative policy research and analytical skills.
- Excellent oral communication skills.
- Ability to learn new issues quickly.
- Ability to take initiative on assignments and work independently.
- Demonstrated expertise in computer based tools, including spreadsheets, database management, word processing, and presentation software.
- Knowledge of state legislative, regulatory and policymaking processes, a plus.
- A deep commitment to educational equity, student-centered learning, and the mission of Reaching Higher NH.

### **Relationships**

This position reports to the Reaching Higher's Executive Director and Director of Policy and Practice, and works in support of the RHNH team. Work is completed within a flexible model that involves presence at our Concord offices and opportunities to work remotely.

### **Salary and Exempt Status**

This is a grant-funded, full-time position with a competitive salary and benefits package. Salary will range based upon experience and skills set. Salary ranges from \$60,000 - \$65,000.