

Policy Director

About LEV

The League of Education Voters (LEV) is a non-partisan organization that partners with parents, students, and civic leaders who believe in a quality education from cradle to career. LEV is the only Washington-based organization working to improve public education from early learning through higher education. We shape the debate, build powerful coalitions, and grow the grassroots to achieve meaningful reform and ample resources for education. Additional information can be found at educationvoters.org

About the Position

The Policy Director will set and guide the policy direction in support of LEV's mission. By researching, evaluating, and promoting promising practices for improving outcomes for students at the federal, state and local levels from early learning to higher education, this position will lead internal and external efforts to develop policy goals based on those promising practices. The Policy Director will work closely with the Senior Management team, as well as LEV external partners and coalitions to achieve LEV's policy, political and outreach goals. This position reports to the Chief Executive Officer.

Position Responsibilities

- Provide strategic thought leadership on education policy issues affecting Washington state
- Research and analyze promising practices for and trends in improving education at the federal, state and local levels; lead and manage internal efforts to develop statewide policy goals based on those promising practices
- Lead development of policy publications for public consumption
- Develop and support policies that increase the overall quality of instruction; close achievement and opportunity gaps; create school/state balance in the administration of our schools; increase access, affordability, and completion of postsecondary programs; and address systemic barriers to student success, including but not limited to school funding
- Help develop and occasionally provide testimony in support of legislative progress in Olympia and other venues; represent LEV in meetings, coalitions, panels and at conferences
- Serve as coordinator of LEV's Policy efforts during state legislative session
- Maintain LEV's position as a trusted source of analysis and innovative policy initiatives by the public, press, and policymakers



Required Skills

- Ability to think creatively and strategically
- Effective verbal and written communication
- Self-starter, able to work independently and as a team member
- Analyze, synthesize, and summarize information accurately, clearly and within stringent deadlines
- Ability to work cooperatively and effectively with both internal and external partners with strong interpersonal skills
- Organizational and networking skills
- Organize and present information in as clear, meaningful manner
- Strong decision-making skills
- Creativity, problem analysis, and use of discretion
- Supervise, manage and mentor staff

Minimum Qualifications

- BA/BS in Public Administration and Policy required, master degree preferred
- 5-7 years of experience in public education policy analysis and development, ideally in an “in-house” leadership role
- Direct experience supporting lobbying and legislative work, clear understanding of the relation state agencies, the Legislature, and local organizations
- Experience working with local education communities
- Strong computer skills, including mastery of Microsoft Suite
- Ability to travel, attend weekend and evening meetings, especially during legislative session

Compensation and Benefits

The salary range for this position is DOE, commensurate with relevant experience. LEV has a generous benefits package that provides fully paid health care, vision and dental, a retirement plan with an employer contribution, and paid vacation, holidays and sick leave. Employees are also eligible for life insurance, a Flexible Spending Account (FSA), and Long Term Disability Insurance (LTDI). A three month sabbatical is offered after seven years on staff.

To Apply

Please send a resume and cover letter to nancy@educationvoters.org. The position closes Friday, September 16th. No calls, please.

The League of Education Voters is an Equal Opportunity Employer.