

## POSITION DESCRIPTION

JOB TITLE:	Director, Higher Education Policy	STATUS:	Exempt
REPORTS TO:	Senior Director, Policy and Advocacy	HOURS:	Full Time
DATE:	August 2021	DEPT:	Educate Texas

### Educate Texas Vision

Educate Texas, a public-private initiative of Communities Foundation of Texas (CFT), is a leading catalyst for student success and is focused on an ambitious goal for Texas: *All Texas students, especially African American, Latino or economically disadvantaged students, earn a college degree or credential that leads to a living wage and thriving communities.*

### Educate Texas Mission

As a trusted change agent, we increase academic achievement and educational equity by leading programs, policy and partnerships.

### Educate Texas Values

Equity, Collaboration, Integrity, Impact, Learning

### Summary

The director of higher education will play a leading role in identifying and advocating for innovative policy changes to help transform higher education in Texas to achieve the state's degree and credential attainment goals. The director will lead interactions and relationships with stakeholders in the Texas Capitol, relevant agencies, and across the landscape of higher education and workforce policy in Texas and will serve as the lead staff with the [Texas Student Success Council](#), which brings together diverse stakeholders to advance and advocate for policies that promote increased postsecondary student success in the 21st Century economy. As the lead higher education policy strategist, the director will work collaboratively with colleagues leading programmatic efforts to improve postsecondary and workforce outcomes and scale successful practices.

The position will be based in Austin, and the successful candidate must reside locally or be willing to relocate. Candidates must be willing to travel overnight (both in/out of state) up to 15% of the time.

### Key Responsibilities

- **Portfolio:** Monitor, interpret, and influence higher education and workforce policy at the federal, state, and institution levels, as well as among innovative and influential organizations and individuals
- **Strategy:** Develop and manage strategy, resources, and staff associated with the higher education and workforce policy priorities of Educate Texas
- **Budget and Development:** Develop and manage internal budgets and support fundraising efforts related to higher education and workforce policy and advocacy, including associated proposals, reporting, and funder relationships

- **Communication and Outreach:** Serve as an internal and external resource on higher education and workforce policy and advocacy by developing and providing presentations, learning opportunities, and testimony and managing relationships with key internal and external stakeholders, including the Texas Student Success Council
- **Culture, Values, and People:** Promote organizational culture and values, the integration of policy, programs, and partnerships, and hire and develop team members to meet organizational goals

### **Qualifications**

- Bachelor's degree required
- At least five years of experience in higher education and workforce development policy
- At least two years of supervisory experience, including development of direct reports and managing toward outcomes
- Experience in the policymaking process through prior work in the Texas Legislature (preferred), state agency, education advocacy organization, or other relevant policymaking body that required substantial legislative interaction with a focus on postsecondary education or workforce policy
- Strong interest in the national and statewide dialogue on higher education and workforce policy and ability to think across public and private sectors
- Demonstrated record of stakeholder engagement to advance policy outcomes

### **Skills & Requirements**

- Demonstrated skill in oral and written communication, including the ability to communicate complex policy ideas into practical and accessible language for diverse audiences using Microsoft Word, Excel, and PowerPoint
- Demonstrated ability to work effectively and build relationships with stakeholders from different viewpoints and backgrounds
- Demonstrated record of effective project management skills and attention to details, including establishing outcomes and tracking progress with frequent job and task ambiguity
- Mindset of self-reflection and continuous improvement
- Exhibit a high degree of professionalism, business judgment, tact, and diplomacy
- Commitment to advancing equitable higher education and workforce outcomes
- Ability to use data and research to inform policy development
- Ability to effectively anticipate and identify challenges and plan for contingencies
- Valid state issued driver's license

**Send your cover letter and resume to: [careers@cftexas.org](mailto:careers@cftexas.org).**

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.