



## **MHEC Position Announcement: Associate Director of Policy Initiatives**

The Midwestern Higher Education Compact (MHEC) is currently looking for Associate Director of Policy Initiatives to join our team and help in furthering our mission of promoting excellence and access to higher education in the Midwest.

### **Position Summary/Description:**

The Associate Director of Policy Initiatives is responsible for providing management and support for work in the Policy and Research Unit at the Midwestern Higher Education Compact (MHEC). This position assumes leadership of key policy initiatives to promote access to and excellence in higher education in the Midwest. The position reports to the Vice President in charge of the Policy and Research Unit. This is a full time, benefits-eligible position. Travel is required with an estimate of 6-10 trips per year. It is preferred that the employee work out of MHEC's office in Minneapolis, MN, but remote work from one of the Midwestern states is a potential option.

### **Required Education and Experience**

- *Required Education:* Master's degree or other graduate degree in a relevant field, such as education, higher education, public policy, public administration, etc. (or commensurate professional experience)
- *Number of Years' Experience:* 5+ years
- *Type of experience:* Familiarity with and interest in higher education, public policy, research, grant writing, and project management in a state, institutional, nonprofit, or federal government setting.

### **Required Knowledge, Skills and Responsibilities:**

- Excellent communication skills, both written and oral, with the ability to speak to and write clearly for MHEC audiences such as higher education campus and system leadership, legislators, governor's staff, and state agency officials.
- Ability to collect, analyze, synthesize, and communicate complex information from varied sources, including policy information and report findings, and to propose effective strategies for addressing and responding to complex policy issues.
- Project management skills, including a proven ability to work in a self-directed and highly organized manner; to pay attention to detail; to juggle competing priorities and meet tight deadlines.
- Experience with budgeting principles and practices and grant management.
- Familiarity with key higher education issues at the institutional, state, and federal level.
- Experience with planning, conducting, and facilitating effective convenings, workshops, conferences, or other forums in person and online, including collaborating with consultants and others to develop and deliver engaging and informative programming.
- Proven ability to work well independently and as part of a team.
- Demonstrated capacity to establish and maintain effective, cooperative, and cordial internal and external working relationships.
- Experience working with diversity and equity related issues.
- Familiarity with and commitment to maintaining appropriate confidentiality with materials and information.
- Willingness to learn and acquire additional skills and responsibilities, including relevant software tools, packages, and platforms, as necessary.

**Preferred Qualifications:**

- Knowledge of P-12 and post-secondary education systems.
- Quantitative research and analysis skills.
- Understanding of institutional accreditation, complaint processes, program approvals, distance education, workforce development, and/or reciprocity agreements.
- Experience working with diverse populations of stakeholders.
- Experience working with specific software tools, packages, and platforms relevant to job responsibilities.

**Duties and Responsibilities**

% Time	Duties and Responsibilities
50	Manage policy-focused, non-grant and grant-funded projects for the unit. Duties include managing budgets, timelines, subcontracts, convenings, and deliverables.
20	Assist in building MHEC's regional and national recognition through presentations and participation at higher education policy related events, interviews with journalists, publications in education related, peer-reviewed or trade journals, and liaising with national, state, and regional partners to advance MHEC's mission.
10	Attend meetings and convenings with or in place of the VP of Policy and Research as needed.
10	Conceptualize and identify funding opportunities for new policy projects based on Compact priorities.
10	Other duties as assigned.

**Terms & Salary:**

This position is a Full time, Exempt position. Salary range is \$75,000 - \$95,000 and will be determined by the final candidate's knowledge and experience. MHEC has great staff benefits and perks.

**How to Apply:**

To apply, send the following information to [erinf@mhec.org](mailto:erinf@mhec.org)

- Cover letter
- Updated Résumé

Applications will receive priority consideration if received before March 17, 2023.

*The Midwestern Higher Education Compact (MHEC) is an equal opportunity employer. MHEC's employment practices are aimed at providing equal opportunity for all applicants and employees. MHEC intends that all matters related to recruiting, hiring, compensation, promotion, and other terms and conditions of employment are free of unlawful discriminatory practices. MHEC strives to provide employment experiences that result in personal growth and long-term career enhancement for its employees.*

*MHEC is committed to all applicants and employees having equal opportunity in employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity, age, marital status, familial status, disability, genetics, public assistance status, veteran status, or any other basis protected by applicable law.*