



*Creating Solutions. Inspiring Action.®*

## **Position Description: Director of Policy**

The Business-Higher Education Forum (BHEF) is a non-profit organization of Fortune 500 CEOs, prominent college and university presidents, and foundation leaders working to advance innovative solutions to our nation's education challenges in order to enhance U.S. competitiveness. BHEF brings together an extraordinary coalition of corporate, academic and foundation members to help shape public policy and inspire other corporate, academic and foundation leaders to act.

### **Job Overview**

The Director of Policy works with BHEF's leadership and its members to identify the organization's policy priorities and develop strategies for furthering those priorities. In particular, the Director of Policy works to advance the policy and advocacy goals of BHEF's current initiatives, which focus on improving college readiness, access and success (College Readiness Initiative) and strengthening science, technology, engineering and mathematics (STEM) education. The incumbent will report to the Deputy Director.

### **Primary Responsibilities**

The Director of Policy works with BHEF staff and members to develop and advance a compelling policy and advocacy agenda for its on-going initiatives; enlists and works with other organizations to advance BHEF's policy and advocacy agenda and ensure coordination; manages BHEF's relationships with Federal, state and local policymakers and officials, as well as NGOs; and identifies opportunities for new policy initiatives.

This candidate will be responsible for policy research and analysis, including monitoring and evaluating Federal and state policy that relate to BHEF on-going initiatives; keeping staff and members informed of relevant policy developments in Congress, Federal and state agencies as well as the education and business communities; and establishing and maintaining effective working relationships with congressional staff, representatives from the Department of Education, NSF, and other relevant Federal and state agencies and representatives of education and business associations. The incumbent will support the Executive Director and Deputy Director in briefing Members of Congress, and senior cabinet officials, and providing testimony to Congress and state legislatures. The incumbent will also be responsible for writing policy briefs and contributing to the development of reports and other work products.

The Director of Policy represents BHEF at meetings and conferences and makes presentations regarding the organization's positions and programs. Some domestic travel may be required.

### **Qualifications**

- Minimum of 5 years experience in policy research and analysis, policy development, government affairs, or advocacy related to education and workforce policy.
- Advanced degree in public policy, education, or related discipline.

- Experience developing successful advocacy agendas and managing relationships with federal and state policymakers and advocacy groups.
- Demonstrated knowledge of P-20 education policy, particularly as related to college readiness, access and success and STEM education.
- Strong research and policy analysis skills.
- Excellent written and oral communication skills and a proven record of writing and speaking about education issues.
- Ability to work in a small-team environment.
- Strong background in goal-driven project implementation.
- Proven ability to work with and manage a variety of stakeholders.
- Knowledge of the corporate role in education and policy desirable.

To learn more about BHEF and its initiatives, visit [www.bhef.com](http://www.bhef.com). Interested candidates should submit a resume and cover letter via e-mail to [resume@smithbucklin.com](mailto:resume@smithbucklin.com). BHEF offers a competitive compensation package that is commensurate with experience.

BHEF is an EEO employer.