



## Director of Policy 2025

Do you want to make a real, demonstrable, and positive impact on one of the most critical issues facing New Hampshire? Are you a motivated, collaborative self-starter who is passionate about the power and potential of youth in our state? Do you have demonstrated experience in understanding and informing policy issues that create a better future for young people and their families?

If so, Reaching Higher NH is the place for you. We're a small team with a big impact. We believe in the power and potential of our state's young people and are relentless in our efforts to ensure that each and every one has access to a high-quality public school that prepares them for the future they choose, regardless of their background or where they live. We believe that public schools are the cornerstone of their communities and crucial to democracy. We believe that our state has a responsibility to provide public schools with the necessary resources to ensure every young person has what they need to learn, grow, and thrive.

As the Director of Policy, you'll be a key part of the leadership team and integral to advancing our mission and strengthening the organization. You'll deepen RHNH's impact through strategy and research development, policy review, analysis, and data collection, as well as content development, educating the state on the education policy issues of our time. Join our dynamic team and be a part of a driving force to more equitable, supportive, and high-quality public schools.

### **Salary and Work Environment**

This is a full-time, salaried position located in Concord, NH. The salary range for this exempt position is \$80,000-90,000. The Reaching Higher team believes that flexibility and collaboration are key to our success. As such, work may be performed in person or virtually, with the expectation of regular in-person work days throughout the month.

### **Relationships**

This position reports to the Executive Director and works closely with the full RHNH team.

### **Core Responsibilities:**

#### **Leadership and Team Support**

- Collaborate closely with the Executive Director and senior leadership in establishing the organizational strategy and position of RHNH. This includes identifying timely program and policy directions, opportunities, and a strategy that supports Reaching Higher's values, current initiatives, mission, and vision.

- Coordinate regularly with the Executive Director, provide direction on initiatives, and publications, ensuring timeliness, consistency, effectiveness, and adherence to our vision, mission, and organizational positioning.
- Supervise policy team members: current oversight responsibilities include overseeing the work of our Policy Researcher.

### **Policy and Strategy**

- Strengthen Reaching Higher NH's role as the go-to resource for public education issues by building enduring relationships with lawmakers, funders, the media, community advocates, and a network of individuals committed to strengthening public education in the state.
- Lead Reaching Higher NH's policy and engagement strategy and vision, ensuring that our organization remains the go-to source for nonpartisan, factual information and research regarding education policy while setting an affirmational vision and narrative for strong, inclusive, and just public schools. This includes:
  - Identify key policy areas for the organization.
  - Analyze legislation and lead in the identification, development, and publishing of data and policy reviews.
  - Build and strengthen relationships with NH lawmakers, appointed officials, and their staff members.
  - Identify and lead in the preparation of expert comments/talking points on key policy efforts.
  - Identify and lead in the drafting and amending of legislation and legislative proposals, as appropriate.
  - Provide reports and updates as requested by staff and board on all related work.
  - Identify and build new, and deepen existing, relationships with key NH governmental, civic, and business leaders, with the ultimate goal of building strong, impactful alliances in support of Reaching Higher's policy agenda.
- Serve as the in-house expert on state and federal public education policy, and increase staff-wide expertise on these topics.

### **Research**

- Determine substantive policy priority and research areas, along with related project management plans in partnership with the RHNH team.
- Edit and/or author public-facing, written research pieces ranging in length from brief analyses to longer reports.
- Assist with message development related to research findings and policy goals.

### **Communications and Outreach**

- Plan and develop outreach and talking points related to reports, briefings, white papers, and other content on critical policy efforts for the organization.
- Serve as a "voice" for Reaching Higher NH on key policy documents and analysis.
- Coordinate with partner organizations on shared goals and strategies.
- Represent Reaching Higher NH in regional and national networks, including the Partnership for the Future of Learning, Nellie Mae Education Foundation, New Hampshire Charitable Foundation, and various national Learning Communities.

## **Application and Hiring Timeline**

Please submit a Resume or CV with complete employment history and educational background to [admin@reachinghighernh.org](mailto:admin@reachinghighernh.org), using the subject header line **Director of Policy 2025**.

Review of all applications will occur on a rolling basis and will conclude upon the hiring of a candidate. A question set will be shared with selected candidates after a review of resumes.

## **Equal Employment Opportunity**

Reaching Higher NH is committed to creating a diverse and inclusive environment. We are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression, mental or physical disability, genetic information, veteran status, or on any other basis prohibited by applicable law.