

## Institute for Higher Education Policy Chief of Staff

The Institute for Higher Education Policy (IHEP) is a nonpartisan, nonprofit organization committed to promoting access to and success in higher education for all students. Based in Washington, D.C., IHEP develops innovative policy- and practice-oriented research to guide policymakers and education leaders, who develop high-impact policies that will address our nation's most pressing education challenges.

The Chief of Staff reports to the President and serves as an integral member of the management team. Key responsibilities of the position include:

### Leadership & Planning

- Serve as a key advisor to the President on organizational strategy, planning, and decision-making
- Work alongside the President to manage the organization broadly on a day-to-day basis, including staff development and risk management
- Provide leadership in the creation of an atmosphere of cooperation and teamwork among all staff
- Maintain a strong understanding of and manage aspects of research and special projects
- Provide administrative/ logistical support to the President
- Oversee budgets and prudently manage organizational resources
- Work closely with the board of directors and provide logistical support for board meetings

### Policy & Outreach

- Prepare and/or contribute to the preparation of reports, proposals, briefings, presentations, and responses on institutional and strategic issues, as appropriate
- Research and develop positions and solutions on critical higher education policy issues
- Establish and maintain effective relationships with a broad range of constituencies, including policymakers, institutional leaders, experts from think tanks, government officials, and other education advocates
- Maintain an up-to-date awareness of administrative, legislative, and regulatory activity pertinent to the organization's mission and vision

### Fundraising & Development

- Assist with the creation and execution of the development strategy
- Assist in the preparation of grant proposals and contracts
- Maintain and support positive relationships with funders and donors

### **Qualifications and Requirements**

Master's degree (Ph.D. /J.D. preferred) with at least four years of experience, preferably in the higher education or nonprofit arena. Demonstrated ability to lead projects, work well with people, and foster and facilitate collaboration. Strong analytical and problem-solving skills. Detail oriented and extremely organized, with proven ability to establish priorities and achieve results. Excellent oral, written, and interpersonal communications skills is essential. Flexible collaborative team player with a passion for IHEP's mission and vision. IHEP is an equal opportunity employer.

### **How to apply:**

Salary is competitive and commensurate with experience. This position is based in Washington, D.C. and will include some travel. IHEP offers a comprehensive benefits package. Interested candidates should send a cover letter and resume to [chiefstaff@ihep.org](mailto:chiefstaff@ihep.org).

