

**Institute for Higher Education Policy
Research Analyst/Senior Research Analyst**

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, with a special focus on underserved populations. Based in Washington, D.C., IHEP develops innovative, equity-centric, policy- and practice-oriented research to guide policymakers and education leaders in developing high-impact policies that will address our nation's most pressing education challenges.

JOB SUMMARY:

IHEP is seeking a Research Analyst or Senior Research Analyst to conduct policy research and analysis to further IHEP's research and advocacy agendas and to provide project coordination in support of multiple organizational goals. This position will be part of the Policy Research team, which focuses on policies related to racial and socioeconomic equity, postsecondary data and transparency, college access, affordability, and success, and will regularly collaborate with team members across the organization.

PRIMARY RESPONSIBILITIES:

- Conduct quantitative and qualitative research and analysis of policy- and practice-relevant postsecondary education issues, including conducting literature and policy scans, designing and performing data analyses, and summarizing findings. A senior analyst is expected to conceptualize research and policy ideas and lead content development with only moderate oversight.
- Write and manage production of reports, briefs, concept papers, PowerPoint presentations, memos, newsletters, and other content to disseminate research and analysis to key policy- and practice-audiences. A senior analyst would help conceptualize the framework for these writings and identify materials that can be used to advocate IHEP positions to policymakers (e.g., one-pagers, fact sheets, infographics).
- Monitor and analyze developments in postsecondary education issues in the media, and legislative and regulatory activity, including the implementation of state and federal laws and institutional policies. Research and prepare internal and external memos and reports that convey the impact of these policy proposals, and respond rapidly to time-sensitive requests from media, policymakers, and partner organizations around these topics. A senior analyst would help IHEP strategize responses, organizational positions, and counter-proposals, as appropriate.

- Build and maintain positive relationships with partnering organizations, funders, and others. Senior analyst will be expected to serve as point person for key relationships and identify and build new strategic relationships.
- Engage in effective project management, which may include responsibility for content and logistic development, management of timeline and activities, communications with internal and external project participants, budget management, etc.
- Provide logistical and administrative support to various large-scale, grant- funded projects involving multiple organizational/institutional partners.
- Work with IHEP's Operations team to track and manage grants, including expenses, deliverables, grant reports, and budget modifications.
- Collaborate with and assist other departments and staff as required, including contributing to office needs as they arise.

QUALIFICATIONS and EXPERIENCE:

We are looking for a combination of the following qualifications and experiences:

- Knowledge and experience with both quantitative and qualitative research required.
- At least a bachelor's degree, a master's degree is preferred, ideally in an education or policy-related field. At least one to two years of related work experience for the research analyst position. At least five to seven years of related work experience, or an advanced degree in an education or policy-related field with three to five years related work experience, for the senior analyst role.
- Knowledge of and experience with higher education policy and research. Experience with and passion for issues related to racial and socioeconomic equity, postsecondary data and transparency, college affordability, college access and completion, and/or college value is highly preferred.
- Experience with postsecondary datasets such as IPEDS, BPS, and NPSAS highly preferred.

PROFESSIONAL SKILLS:

- Self-motivated and eager contributor to a team who shares in the accolades of successes.
- Desire to continuously improve skills and develop professionally.
- Values and contributes to a respectful work environment with an openness and inclusion to all viewpoints.
- Ability to work independently, manage multiple projects, and work under pressure, as well as strong interpersonal skills to work effectively in a team environment.
- Excellent verbal, interpersonal, and written communication skills.
- Strong attention to detail and ability to follow through and push projects to completion amidst competing responsibilities.
- Success leading/championing projects with the ability to remain flexible and adaptable to changing priorities.
- Strong analytical, critical and strategic thinking, problem-solving, and decision- making skills.

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 submit a cover letter, resume, and short writing sample (no more than five pages - an excerpt from a longer paper is acceptable) and apply [here](#).

The Institute for Higher Education Policy is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.