

Institute for Higher Education Policy
Senior Research Analyst, Applied Research Team

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 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:

The Senior Research Analyst conducts research and designs learning experiences that further the practical application of promising practices that drive postsecondary attainment, particularly for underserved student populations. This position will also focus heavily on postsecondary opportunities for incarcerated and formerly incarcerated individuals. This position will report directly to the Assistant Director of Applied Research.

PRIMARY RESPONSIBILITIES:

- Conducts quantitative and qualitative policy research and analysis of federal, state and institutional level policy barriers for expanding postsecondary access and success for underserved students, with a special emphasis on incarcerated and formerly incarcerated individuals.
- Tracks developments in postsecondary education issues in the media, legislative and regulatory activity; and researches and drafts responses to time-sensitive requests from media and policymakers.
- Writes reports, briefs, concept papers, PowerPoint presentations, memos, and other content to disseminate research and analysis to key policy- and practice-audiences.
- Designs creative learning experiences and tools for stakeholders from higher education institutions, K-12 school districts, community-based organizations, business leaders, local elected officials and state agencies around postsecondary completion efforts.
- Maintains IHEP's relationships with partnering organizations, funders, and others.
- Engages in effective project management, which includes responsibility for content and logistic development, management of timeline and activities, communications with project participants, and budget oversight.
- Collaborates with and provides assistance to other departments and staff as required.
- Supervises projects and/or staff.
- Assists with the development and preparation of grant proposals and reports.
- Other duties, as needed.

QUALIFICATIONS:

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

- A master's or doctoral degree, in addition to 3 or more years of experience in a policy research environment.
- Knowledge of and experience with programs or practices focused on college readiness, postsecondary student supports, workforce development for underserved students, and postsecondary programs in correctional settings.
- Strong background or desire to develop deep expertise in expanding postsecondary access, success and re- entry outcomes for incarcerated/formerly incarcerated individuals.
- Experience engaging stakeholders from higher education institutions, K-12 school districts, community- based organizations, business leaders, and local elected officials around metro-level college completion efforts preferred.
- Evidence of strong writing and communications skills required.
- Must demonstrate ability to work independently and manage multiple projects as well as strong interpersonal skills to work effectively in a team environment.
- Ability to travel.

COMPENSATION:

Salary is competitive and commensurate with experience. IHEP offers a comprehensive benefits package.

HOW TO APPLY:

This position is based in Washington, D.C., and will include some travel. Interested candidates should submit a **cover letter**, **resume**, and short **writing sample** (no more than five pages, sections from a longer paper are fine) to be considered for this position. To apply, please click [here](#).

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