



REQUEST FOR APPLICATIONS
Director of Early Childhood Education Policy

Why You Should Apply

Are you looking to make a profound difference in a supportive, fast-paced, and intellectually stimulating work environment? Have you been trained in policy analysis? Are you passionate about education? If you answered yes to these questions, then Mississippi First is the right next career move for you! A 501(c)3 non-profit based in Jackson, Mississippi, our mission is to champion transformative policy solutions ensuring educational excellence for every Mississippi child. We have been at the forefront of education improvement initiatives here in Mississippi for the last ten years, including being the author of the *Early Learning Collaborative Act of 2013*, the state's pre-K program. Staff at Mississippi First experience high job satisfaction, support to grow and develop as professionals, and healthy work-life balance, including generous employee leave policies. Apply today to join our wonderful team!

Position

Reporting to the Executive Director, the Director of Early Childhood Education Policy (Director) is an early childhood education (ECE) policy expert who assists Mississippi First in developing and enacting its ECE policy agenda. The Director will be responsible for analyzing policy and data, developing policy proposals, supporting advocacy activities directed toward policymakers, leading research projects, writing policy papers, and delivering policy presentations. The Director will work very closely with the Executive Director.

Responsibilities

Strategy

- Support the Executive Director in the development of the ECE strategy.
- Implement the ECE strategy as defined by the Executive Director.

Policy Research and Analysis

- Assist the Executive Director in developing and managing the ECE policy and research agenda.
- Work with the Executive Director to oversee writing and editing of the ECE policy publications.
- Provide guidance and oversight for the planning, design, development, and implementation of ECE research and analysis projects.
- Provide oversight to ensure the accuracy of statistical reports and data summaries, including graphics and tables that portray data, for use in ECE policy analyses, research papers, briefings, and reports.
- Review and prepare analyses of proposed regulations, write issue briefs, and contribute to the preparation of legislative testimony.

Issue Education and Advocacy

- Engage ECE stakeholders to support Mississippi First's ECE strategy and goals as well as to incorporate the perspectives of stakeholders in Mississippi First's ECE strategy and goals.
- Support the Executive Director in advocacy efforts for Mississippi First's ECE goals.

Other

- Perform other duties as assigned.

Professional Qualifications

Required

- One of the following educational credentials:
 - a graduate degree in a preferred field (Master's in Public Policy or graduate degree in early childhood education, education policy, research, public administration, statistics, economics, or other related fields);
 - a bachelor's degree in policy, economics, statistical analysis, social science, or related field, **or**
 - a bachelor's degree in ECE or other field **and five or more years' experience** in an ECE policy position.
- Demonstrated knowledge of early childhood education generally, state and federal education policy and program issues, specifically, and understanding of Mississippi First's ECE goals and ideas.
- Strong research, problem-solving, and analytical skills, including the ability to read and interpret statistical analysis and technical research papers as well as analyze and understand education policy trends.
- Exceptional writing and editing skills, including experience in developing both short white papers and memos and longer reports, as well as the ability to explain complicated policy concepts and quantitative results in a concise manner.
- Excellent oral communication and presentation skills.
- Ability to work in teams with a positive, professional, and solutions-oriented attitude.
- Experience in managing complex projects and meeting deadlines.
- Advanced Word, Excel, and PowerPoint skills.
- Passion for Mississippi First's mission, shared core values, and support for Mississippi First's agenda.

Preferred

- Experience working in an early childhood education setting.
- Experience with data visualization software such as Tableau.
- Experience with STATA, SPSS, or other statistical package.

Hours and Travel

The Director of ECE Policy is expected to work 40 hours per week every week, Monday through Friday, with the exception of office holidays. Office hours are typically 9-5, but the Director may set hours outside of this schedule with the approval of the Executive Director. Standard work hours (a regular schedule each week) are required.

Overnight travel for this role is expected to be occasional—once per month or less.

Office Location

This position is located in Jackson, Mississippi. The Director is expected to work from the assigned office location—whether in Jackson or virtually—during all scheduled work hours unless the Director is required to travel or the Executive Director has granted permission to work elsewhere.

Compensation

This position offers a competitive salary, benefits, and paid time off.

Salary

Salary for this position will range from \$63,000-\$77,000 commensurate with candidate experience and education.

Benefits

The Director will be eligible for health insurance, retirement, and a cell phone allowance. Travel reimbursement for work-related travel is offered to all employees, but home-to-work travel is not reimbursed.

Paid Time Off

Mississippi First offers all employees office holidays (approximately 11 days per year) as well as paid time off based on the number of years an employee has worked for Mississippi First. New employees are entitled to 20 days per year in accordance with the adopted paid time off policy.

Application Process

To apply, please submit the following to Rachel Canter via email at **contact@mississippifirst.org**:

- a cover letter;
- a resume;
- a writing sample showing your policy analysis skills;
- a minimum of three (3) references for whom you have worked, at least one of which must have been a supervisor, including for each the name of the relevant organization, name of contact person, email, and telephone number; and
- a completed Employment Application Form (attached).

Applications must be received by **October 30, 2020**. The application process will be rolling, so the position may be filled before this date. Please use "Director of Early Childhood Education Policy" as the subject line of the submission e-mail. Questions regarding this proposal can be submitted to Rachel Canter at rachel@mississippifirst.org. No phone calls, please.

Equal Opportunity Employer

Mississippi First is a 501(c)(3) non-profit organization and an equal opportunity employer, committed to building a diverse and inclusive workforce. All qualified applicants will be considered for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

