

# NEW ENGLAND BOARD of HIGHER EDUCATION



## **About the New England Board of Higher Education**

Established in 1955 by six visionary New England governors, the New England Board of Higher Education (NEBHE) is a regional compact that helps leaders assess, develop and implement education practices and policies of regional significance; promotes regional cooperation that encourages efficient sharing of education resources; and strengthens the relationship between higher education and the regional economy.

Located in downtown Boston, NEBHE values a diverse team of individuals and a collaborative workplace that support its goals to address the varying needs of the region's learners and to provide leadership, programs and services that increase equity in postsecondary education outcomes.

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## **Director of Policy & Research**

### **General Summary**

The Director of Policy & Research plays a leadership role in the organization and executes the policy and research team's work and maintains a strong sense of organizational priorities. A successful candidate thinks critically, communicates complex ideas and technical information in easy to understand ways, works independently as well as in a team, and finds a little fun in their work. Moreover, the Director will have expertise in state and/or federal policymaking, a strong research and analysis background and the ability to engage a cross-section of stakeholders, including legislators, higher education leaders, funders and employers.

### **Essential Job Functions**

#### *Management & Coordination*

- Directs all activities of the Policy & Research team and executes workplans, staff assignments and standards of quality to ensure all projects are completed and aligned with organization's priorities
- Interviews, screens, select and recommends applicants for vacant positions within the unit and evaluates employee performance and makes recommendations for promotions, performance increases, or disciplinary action to senior management
- Advises the president and other senior staff on policy, program and administrative matters
- Organizes, allocates, and manages financial resources of the unit and recommends and oversees consultant subcontracts and other internal and external commitments of the organization's resources

#### *Research, Writing & Information Dissemination*

- Anticipates emerging issues and interprets policy developments, assesses their importance to the states, institutions and legislatures, and initiates research, technical assistance or other appropriate efforts in response.
- Develops and authors policy and research reports and presentations, data briefs, and best practice tools for postsecondary education institution leaders, state policy makers and the public
- Reviews, edits, and critiques the substance and quality of research and writing assignments of subordinate staff

- Drives NEBHE's employability, skills and workforce agenda, engaging business, government and postsecondary education through timely labor market analysis, skills initiatives and other research and collaborations

#### *Meetings, Consulting & Technical Assistance*

- Directs and oversees primary NEBHE engagements with stakeholders, including state higher education executive officers and other state higher education commissions and policy-making entities and their staff members
- Manages, delegates, or directs key meetings and convenings and coordinates the work of subordinate professional staff
- Plans, assigns, reviews, and coordinates complex, large-scale, multistate projects and technical assistance efforts, often requiring complex political judgments, a high degree of responsiveness to constituents, and a mature sense of organization priorities and concerns
- Acts as project director for current grant-funded initiatives on credential transparency, digital skills development and microcredentialing and works to ensure that deliverables are met, working collaboratively with partner organizations

#### *Organizational Support*

- Identifies, initiates and develops resources to carry out the unit's activities and functions, including developing proposals for foundations and other funders and personally handles most sensitive negotiations and high-level contacts with potential funding entities.
- Supports the development of other NEBHE meetings, conferences and events.
- Staffs and oversee the organization's Policy and Legislative Advisory Committees
- Participates in organization-wide activities related to Equity & Inclusion, including training, staff committees and personal development

#### *Supervisory Responsibility*

The position will require supervision of Policy & Research staff and interns.

#### **Qualifications**

- 5+ years of relevant, progressive work experience in higher education, workforce development, state policy or similar fields
- Experience conducting social science research, both quantitative, comparative analysis and survey research methodology and tools
- Expert on major issues and challenges facing higher education and the regional economy
- Experience in developing unit initiatives, project ideas and new services, funding opportunities, and new resources
- Strong personnel supervision skills (i.e. planning, assigning, reviewing, and evaluating work) and budget and project management
- Knowledge of, and experience with, postsecondary education credentialing work, such as credential transparency, industry-recognized credentials, microcredentials and badging, etc.
- Experience with labor market analysis tools such as Emsi Burning Glass and producing research related to in-demand skills and labor market trends
- High level of familiarity with information and data sources related to P-16 education, higher education, the economy and demographics
- Substantial knowledge of state legislatures and intergovernmental policy processes
- Strong ability to communicate technical, complex or unfamiliar information to a variety of audiences through writing, visual or oral presentation

- Well organized, with keen attention to detail
- High-level proficiency with Google Suite and Microsoft Office, especially Excel
- Proficiency with project management (e.g. Asana and Slack) and data visualization tools (e.g. Tableau)
- Knowledge website development and design, preferred
- Master's degree in higher education or related field, preferred
- A sense of humor and ability to work collaboratively

**Salary Range**

\$85,000-105,000, commensurate with experience