

Position Announcement: Policy Manager



[Colorado Education Initiative](#) (CEI) is seeking a **Policy Manager** to join CEI's Policy and Partnership Ecosystem team. This role will support CEI in advancing the ecosystem priorities identified in its new strategic plan, including designing and executing policy analysis, development, and partnership efforts that directly impact students, schools, and communities.

The ideal candidate will have experience working in and with schools and/or school districts, as well as a high interest in and experience with navigating relationships with multiple stakeholders with complex and sometimes competing visions. This person is skilled at building relationships with school and district leaders, policymakers, and partner organizations, and is committed to equitable approaches and outcomes in education. The role requires daily management of projects and details, while considering a vision for future long-term success. The ideal candidate demonstrates high aptitude for inquiry and empathy, comfort in ambiguity, strong writing skills, and proficient project management and communication skills.

The candidate is excited to join a team grounded in the CEI mindsets: dream big, act small, and pivot quickly; constant learning and adaptation; flexible, nimble, and purposeful; and partnership and service orientation. In addition to the qualifications described throughout this description, the candidate will exhibit belief in and comfort with the [CEI Design Commitments](#), including change management; diversity, equity, and inclusion; youth activation; family and community partnership; social emotional development; and leadership. This position will report to the Vice President of Policy and Partnership.

About Colorado Education Initiative

CEI's mission is to champion, empower, and ignite Colorado leaders to deliver on the promise of public education to develop thriving young people and flourishing communities. CEI is a nonprofit organization that works across the state as an implementation expert, strategic partner, and statewide convener. Over the past 15 years, we have partnered directly with educators and community members in over 150 urban, suburban, and rural school districts across Colorado, and we currently partner with 100 school districts. In addition to our field implementation work, we engage in important policy and innovation agendas in Colorado. Our success is driven by a passionate team of diverse individuals who truly enjoy working together.

We are committed to prioritizing diversity, equity, and inclusion in the work that we support across Colorado. We seek to identify and embed equity-seeking practices in our culture and talent systems and have made a focused set of investments in the related professional development of our team. We believe our work demands this because of the historic and current experiences in the school systems in which we operate and because we believe the outcomes that we seek for students require the prioritization of equity. In all roles, we welcome candidates who are eager to participate in and contribute to this work and whose lived experiences deepen our perspectives on the education system.

Responsibilities

Policy Analysis and Research

- Conduct in-depth research on education policies, legislation, and best practices.
- Analyze data and trends to identify opportunities for policy improvement and innovation.
- Draft policy briefs, white papers, and reports to effectively communicate findings.

Ecosystem and Policy Development

- Design and support efforts to develop and refine education policy recommendations in alignment with CEI's ecosystem priorities.
- Support development of systems to ensure that the position of each CEI ecosystem priority reflects best practices from the field.
- Engage with government agencies, elected officials, and education stakeholders to elevate best practice in service of policy change.
- Represent CEI at policy meetings, conferences, and public hearings.

Stakeholder Engagement:

- Cultivate and nurture relationships with educators, community leaders, and advocacy groups.
- Collaborate with external partners to build coalitions and garner support for CEI's policy perspectives.
- Serve as a resource for stakeholders seeking guidance on education policy.

Policy Implementation and Evaluation:

- Monitor the implementation of enacted policies and assess their impact on students and schools.
- Collaborate with internal CEI teams, including Data and Field Implementation, to ensure effective policy implementation.
- Continuously evaluate and refine policy strategies based on outcomes and feedback.

Team Leadership and Collaboration:

- Collaborate closely with team members to align policy efforts with CEI's strategic priorities.
- Foster a positive and collaborative team environment.

Qualifications

A successful candidate will have a bachelor's degree in education, public policy, or a related field, and a minimum of three years of experience in education policy analysis, advocacy, or related roles. They will bring significant understanding of education policy issues, legislation, and emerging trends, or demonstrate aptitude navigating a landscape to quickly build significant understanding. They will bring comprehensive research, analytical, and data interpretation skills, alongside excellent written and verbal communication skills. The candidate will have a demonstrated ability to build and maintain relationships with diverse stakeholders across organizations, and a record of working with humility and persistence to serve partners and teams to which they are accountable. They will be organized, detail-oriented, and able to manage multiple projects simultaneously.

This role requires occasional travel, up to 10 percent of working days.

Competencies

This position requires strong collaboration, relationship building, and multi-tasking skills, and the ability to anticipate and take initiative to predict and solve problems. The candidate will also demonstrate strong emotional intelligence, curiosity, and a willingness to collaborate with internal CEI staff and external partners.

Compensation

- Full-time position
- Annual salary commensurate with experience in a range of \$65,000-\$80,000
- Competitive benefits package
- Hybrid work environment that includes some flexible scheduling and work-from-home options (regular attendance at in-person meetings in Denver and across the state required).
- CEI's headquarters are in Denver, but if you live elsewhere in Colorado, we would love to connect with you.

To Apply

Please send a resume and cover letter to jobs@coloradoedinitiative.org. Applicants should indicate the position in the subject line of the email. Note: applications submitted directly through a job listing site will not be considered. Applications will be reviewed on a rolling basis beginning November 20, 2023, and the position will remain open until filled. No phone calls, please.

CEI is an equal opportunity employer that values diversity in the workplace. CEI strives to be an inclusive organization, and as such takes affirmative action to ensure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.