



Position Announcement Research and Policy Analyst

The Southern Education Foundation (SEF), located in Atlanta, GA, seeks a full-time Research and Policy Analyst to join its research and policy team in advancing evidence-based education policies and communicating policy solutions in ways that inform federal, state, and local policy development. The Research and Policy Analyst will play a lead role in conducting and reviewing research and analyzing data to highlight trends and current inequities in education, elevate promising solutions, and create compelling narratives to advise policymakers, practitioners, and stakeholders on issues of policy and practice. They will report to the Director of Research and Policy, and will work collaboratively with the Director to promote and support an organizational culture that values research and learning in a way that is both actionable and useful for improving overall educational effectiveness and driving impact across the early childhood, K-12, and postsecondary policy and advocacy landscape. Candidates interested in this position should have working knowledge of the P20 continuum, and genuine interest in improving educational opportunity and working to ensure that education is the vehicle through which all students get fair and equitable chances to develop their talents and contribute to the common good.

For more than 150 years, SEF has made outsized contributions to improving education at all levels, from pre-kindergarten through higher education. SEF works to improve equity, excellence, and opportunity in education nationally. Research, policy analysis, advocacy, and programs are the primary means through which SEF pursues its mission.

Candidates should be able to organize and prioritize a workload to effectively complete multiple assignments and meet a range of deadlines; have exceptional written, oral, and electronic communication skills; have the ability to interact with diverse external audiences at multiple levels within the education system; effectively communicate and embody the value, belief, purpose, and equity-focused mission of the organization; have experience working both independently and in cooperation with other staff members while displaying a positive, cooperative attitude; and exhibit sensitivity to and respect for differences in personal, professional, and business relationships on behalf of SEF.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Collect, identify, organize and analyze qualitative and quantitative data in support of SEF's policy and advocacy goals
- Support the development of policy recommendations and the analysis of policy, including the development of policy documents
- Support and/or manage the creation of periodic research reports and syntheses
- Distill complex policy and research findings into effective, understandable products (i.e., data tools, blogs, fact sheets, social media communications) for lay audiences
- Collaborate with the Director of Research and Policy to assist in developing a work plan for research and policy initiatives that advance SEF's mission to improve outcomes for all students in the South

- Respond to federal and state legislative requests with current research and evidence-based recommendations
- Under the direction of the Director Research and Policy, engage a range of researchers, institutions, and other key partners and stakeholders to build and maintain networks that support SEF priorities
- Other duties as assigned

QUALIFICATIONS AND EXPERIENCE:

- Possession of a master's degree or higher in education, education policy, or related field, or a bachelor's degree with relevant work experience;
- Familiarity and experience with quantitative and qualitative research and experience conducting evaluation and/or policy analysis;
- Excellent written and oral communication skills; ability to distill and explain complex information, data, and technical details to a variety of audiences and partners;
- Preferred experience in statistical analysis and research packages and tools such as STATA, SPSS, NVivo, and R; expertise in Microsoft Office required;
- Deep commitment to educational equity and high achievement for all students, particularly for students of color and students from low-income families;
- Ability to identify equity and opportunity gaps in datasets and build clear arguments rooted in principles of equity;
- Excellent interpersonal and relationship management skills, including strong social listening (in person and virtually) to understand sentiment, needs, and questions of staff, partners and stakeholders, and the ability to diplomatically communicate complex messages to a range of audiences;
- Demonstrated knowledge of federal, state, and/or local policies and processes;
- Demonstrated ability to work across multiple priorities and to connect multiple topics and issues in service of improving equity outcomes;
- Demonstrated capacity for translating ideas into action;
- Strong project management skills and strategic thinking; ability to facilitate the work of multiple teams and prioritize competing demands in a changing, highly collaborative environment;
- Sense of humor, exhibiting grace under pressure;
- Comfort with ambiguity;
- Ability to travel

If you think you might be a good fit for our team, we'd love to hear from you. Interested candidates should submit: 1) a letter of interest; 2) a current resume; 3) a writing sample; and 4) names and contact information of three references to (hr@southerneducation.org) with Research and Policy Analyst as the subject line of the email.

This is an Atlanta based position currently SEF is working remotely with limited office attendance in accordance with CDC and other health guidance and recommendations.

Salary: \$60,000 – \$70,000. Excellent non-profit employee benefits.

Applications will be accepted until position is filled.

The Southern Education Foundation is an equal opportunity employer. Candidates of all backgrounds are encouraged to apply.