

## Policy and Outreach Associate

The Institute for Higher Education Policy (IHEP) is a Washington, DC-based non-profit, non-partisan organization whose mission is to foster access and success in postsecondary education through public policy research and activities that inform and influence the policymaking process. IHEP serves as a resource for government agencies, higher education organizations, philanthropic foundations, and others committed to increasing access and success in postsecondary education. The Policy and Outreach Associate will work closely with the President and Director of Policy and Strategic Initiatives on day-to-day supervision of the College Completion Coalition and assist with other policy and communications efforts.

Primary responsibilities of the Policy and Outreach Associate include:

- Responsible for the planning and implementation of Coalition activities and assistance in ongoing project evaluation
- Actively engage in direction-setting and short- and long-term Coalition planning
- Develop and maintain relationships with Coalition members and supporting organizations
- Serve as a spokesperson on issues of central importance to the Coalition
- Manage and oversee expenditures of Coalition budget
- Oversee the work and activities of an associated support staff member and policy interns
- Coordinate and facilitate Coalition meetings and communicate effectively with members to promote consensus and collaboration
- Assist with various policy and communications efforts, as required
- Represent IHEP at external meetings

### Requirements:

Master's degree and 3-5 plus years related work experience required. Experience in higher education is appreciated. Interest in issues of college access and completion is strongly encouraged. Federal policy knowledge is preferred. Applicant must possess superior oral and written communications skills and be able to respond to immediate and pressing external inquiries; must be able to work with external partners across a variety of organizational types. The ideal applicant is a natural leader and able to engage with the leadership and staff of organizations on a regular basis while sustaining the alignment of important relationships with initiative goals and direction. Excellent organizational skills are thus required, as is the ability to connect project themes across a variety of externally-focused initiatives and networks with ultimate policy relevance.

### About the College Completion Coalition:

The College Completion Coalition will bring together a wide range of leaders from sectors connected to the completion goal, including business, civil rights, and youth advocacy and mobilization. All Coalition representatives have exercised strong leadership in the areas of education and/or workforce readiness and are committed to the goal of college completion as a key priority for our nation. This effort – funded by the Bill & Melinda Gates Foundation, Ford Foundation, and Lumina Foundation – expands on the foundations' existing commitments to advance completion, seeks to increase public and political will for this issue, and leverages changes in policy and practice that are needed to make successful college completion a possibility for all Americans.

