



Senior Policy Analyst/Director, Washington, DC Office

The Institute for College Access & Success (TICAS) seeks a highly experienced Senior Policy Analyst who will also be the Director of TICAS' Washington, DC office. This position works with the organization's leadership to inform and shape federal policies and advocacy strategies to make college access and success possible for people of all backgrounds.

The Organization: Based in Oakland, CA, TICAS is a national nonprofit, nonpartisan research and policy organization widely respected for its expertise on financial aid, student debt and related issues. It is an influential advocate for reform at the federal, state and college levels. With college more important than ever but harder to afford, TICAS uses research, policy development and advocacy to inform and shape policies and practices related to need-based grant aid, federal student loan terms, simplification of the financial aid process, oversight of career education programs, and consumer protections for borrowers of non-federal (private) student loans. For more information, see www.ticas.org and www.projectonstudentdebt.org.

The Position: The Senior Policy Analyst/DC Office Director works with the organization's leadership to set policy priorities and identify key advocacy opportunities and challenges. He/she designs and implements strategies for achieving policy goals, monitors legislative and regulatory developments, and uses research and analysis to inform public debates and policy outcomes. The position represents TICAS in meetings with federal executive and legislative branch policy makers and staff, as well as with national education experts and advocates.

The position reports to TICAS' Vice President, manages the DC office, supervises a policy analyst in DC, and works closely with staff across the organization. Specific roles and responsibilities include:

Strategy Design and Advocacy

- Shape and execute strategies and tactics for pursuing policy goals
- Communicate policy priorities and evidence-based proposals to policy makers and stakeholders
- Build and coordinate coalitions of support for key policy proposals
- Lead, manage and/or organize strategy meetings and conference calls

Research and Analysis, Issue Monitoring

- Track and analyze regulatory, legislative, school- and sector-level developments
- Contribute to research and analysis for reports, memos and fact sheets
- Help write briefs, memos and fact sheets based on research and analysis

External Communications

- Represent TICAS at in-person meetings and on conference calls (some travel required)
- Develop, fact-check and/or update TICAS public materials for accuracy and accessibility
- Ensure analysis is effectively disseminated to policy makers, stakeholders and the public
- Respond to external inquiries from the press and others

Office Management/Supervision

- Supervise the DC-based policy analyst and interns
- Manage the day-to-day operations of the DC office
- Coordinate with the Oakland office regarding telephone, computer and other office matters

Core Qualifications: Candidates must have a minimum of 10 years of relevant experience in federal policy analysis and advocacy. A bachelor's degree is required, and a graduate degree in a related field and management and supervisory experience are strongly preferred. Relevant experience in the legislative and/or executive branch is also strongly preferred and a demonstrated strong interest in higher education policy is required. The successful candidate will have excellent communication and writing skills, proven coalition-building abilities, a demonstrated ability to synthesize policy and research information for different audiences, and strong data presentation skills. The successful candidate also will be highly motivated to initiate ideas and projects, but committed to working as member of a team when it comes to project design and implementation.

TICAS seeks and depends on employees who are:

- strong team players as well as individual contributors
- intellectually curious
- detail-oriented
- excellent communicators
- creative problem-solvers
- able to organize and manage competing priorities, tasks and deadlines
- comfortable with ambiguity
- flexible in response to change
- responsible for the quality and timeliness of their work

Application Process

The position is based in Washington, DC. Full benefits provided; compensation commensurate with experience and qualifications. TICAS is an equal opportunity employer. Interested candidates should send a *cover letter and resume* to admin@ticas.org with "Senior Policy Analyst/DC Office Director" in the title. No phone calls please. This position will remain open until filled.