



## **Job Description: Senior Director, Policy & Strategic Partnerships**

### **Organizational Overview**

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement, empowering talented, diverse educators to launch new schools, and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 49 schools, 15 education nonprofit organizations, and has helped place more than 1,750 teachers and school leaders in Indianapolis classrooms. More information can be found at [themindtrust.org](https://themindtrust.org).

### **About Working at The Mind Trust**

The Mind Trust is a high-impact organization with a fast-paced environment and an emphasis on outcomes. The organization prides itself on its inclusive and dynamic culture, with a focus on quantitative measures and continuous improvement, and is highly collaborative and team-oriented, while also offering a flexible work environment. The organization strives to be anti-racist in all its programming, policies and procedures.

### **Position Overview**

The Senior Director of Policy & Strategic Partnerships plays a crucial role in shaping, developing, and executing The Mind Trust's policy and legislative strategies at the State and local levels. The Senior Director will lead TMT's policy research, analysis, and development process in alignment with TMT's goals and objectives. The Senior Director will also lead TMT's efforts to advocate (within our parameters as a 501c3) for policies that promote the growth and sustainability of high-quality autonomous schools, remove race and income of predictors of life outcomes, and expand TMT's impact beyond Indianapolis. The role requires a deep understanding of legislative and regulatory landscapes, as well as the ability to navigate complex issues.

The ideal candidate is an experienced leader with a track record of building strong relationships with policymakers and education stakeholders, as well as a proven ability to synthesize complicated material in order to present it in a user-friendly way. The candidate demonstrates sound judgment, exercises strong attention to detail, has excellent organizational and project management skills, and sets a high bar for quality.

### **Position Responsibilities**

- Research and Policy
  - Develop annual policy and research agenda including studying trends and gaps in education policy nationwide
  - Plan and oversee execution of research and design of white papers and other reports
  - Identify policies necessary to maintain a landscape conducive to autonomous school growth and a portfolio school model, ensuring that Indiana remains one of the strongest policy environments in the country
  - Identify and recommend potential programmatic solutions to ensure equitable implementation of a system of high-quality autonomous schools (e.g., special education or transportation solutions)
  - Review state and local policies, evaluate their effectiveness, and make recommendations for improvements
  - Participate in generating tangible policy solutions to remove barriers to high-quality autonomous schools growth or implementation
  - Make recommendations to the Leadership Team regarding policy opportunities to pursue locally and beyond.
  - Stay informed regarding legislative and regulatory efforts and changes, assessing their potential impact on TMT
  - Stay up-to-date on the most critical national education issues by monitoring national news, researching leading organizations, keeping abreast of the most cutting-edge school designs, and understanding federal education policy changes
  - Regularly brief the Policy & Strategic Partnerships team – and broader TMT staff when appropriate – on national trends in education

- Assist with researching and evaluating policy landscapes in potential new geographies
- Support CEO & leadership team members by providing guidance on policy implications, potential risks, briefs and background research where necessary
- Advocacy
  - Read and analyze legislation and local policies, identifying issues that TMT should track and influence
  - Pass at least one piece of key legislation each year
  - Build and maintain relationships with government officials, regulatory agencies, and relevant stakeholders.
  - Advocate for the organization's interests and influence policy decisions through effective communication and collaboration
  - Work with the communications team to develop and implement strategies to communicate policy ideas and TMT's policy positions to broader audiences
  - Build and participate in coalitions to support strong K-12 policy

## **Qualifications**

### *Candidate Profile and Experience Prerequisites*

- Bachelor's degree required, Juris Doctorate preferred
- Knowledge of education policy and reform, the charter sector, and education entrepreneurship
- Commitment to and enthusiasm for The Mind Trust's mission
- In-depth understanding of relevant legislative and regulatory frameworks, as well as industry-specific issues.
- Strong analytical and research skills.
- Excellent written and verbal communication skills, including the ability to articulate complex policy issues to diverse audiences.
- Ability to operate with significant autonomy and function in a high-energy, dynamic environment
- High levels of personal ownership and drive, as well as attention to detail
- Ability to "manage laterally" and "manage up"
- Highly organized with demonstrated ability to manage several simultaneous tasks and projects
- Possesses a spirit of flexibility, an openness to feedback, and a commitment to continuous learning

- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue

**Compensation**

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental and vision insurance, a 403b retirement plan, and paid time off.

The Mind Trust is an Equal Opportunity Employer.

Submit cover letter and resume to:

Kim Preston, Senior Vice President of Policy

Email: [kpreston@themindtrust.org](mailto:kpreston@themindtrust.org)