



Director of Public Policy

September 2019

About College Futures Foundation

At College Futures Foundation, we believe there is nothing more transformative for individuals, our economy, and our society than educational opportunity, and that the pathway to a college degree should be clear and open to the diverse students of California.

Right now, that is not the case. Not all hardworking young people are getting a fair shot at a better life. The vast majority of our state's K–12 students are of color and low-income, yet when it comes to graduates from our public universities, they are in the minority. At every step, they face roadblocks. We are working to change that.

We partner with organizations and leaders across the state to catalyze systemic change and close equity gaps so that this vision of a seamless, student-centered educational path to opportunity becomes a reality—and one that's available to every student, regardless of zip code, skin color, or income.

We believe that ensuring the college success of students facing the most formidable barriers will help all of us thrive—our families, communities, economy, society, and state.

How We Work

The Director of Public Policy will work collaboratively with the communications, evaluation and learning, and program teams to achieve the Foundation's goals by working in partnership with grantee and other partner organizations, supporting convenings, and applying influence and undertaking strategic communications in the following strategy areas: student-centric practices, leadership, and finance and affordability. For more information on our strategy and programmatic initiatives, visit <https://collegefutures.org/our-strategy/strategy/>.

Position Summary

Responsible for directing the development and implementation of the foundation's nascent public policy initiatives. Develops strategic and operational plans to advance policies at state and institutional levels. Develops and executes plans to communicate with and engage policymakers through direct outreach, testimony and briefings. Directs and evaluates research and analyses supporting the foundation's position on policy issues. Typically has a minimum of 5 years of direct experience. Typically requires Master's Degree in applicable discipline.

The Director of Public Policy will work closely with the President and CEO, Chief Program and Strategy Officer, and the Director of Communications to develop and frame policy work supporting the Foundation's strategy.

Specific responsibilities include:

- Working collaboratively with the Foundation's President and CEO, lead the development of a College Futures public policy agenda.
- Develop policy recommendations on our core issue areas that promise to increase BA completion and close completion and achievement gaps.
- Develop and execute strategy for accomplishing the organization's short- and long-term advocacy goals including engagement and oversight of statewide grantees.
- Supervise and support the policy research consultants and manage related contracts.
- Work collaboratively with the President and CEO, Strategy, Program and Communications teams to monitor and coordinate responses to public or institutional policies relevant to our mission.
- Serve as a spokesperson on policy issues as appropriate.
- Represent the Foundation with policy related constituents, including to the Legislature, policy and advocacy organizations, education groups, and conferences.
- Participates in foundation program strategy development.

Preferred qualifications:

- 5+ years of work experience in policy, advocacy, or related role, particularly within a mission-driven entity.
- Knowledge of public higher education, other major education systems, and related policy work—especially in California and Sacramento—a plus.
- Expertise in research and analysis of policy issues and conducting policy-oriented studies.
- Working knowledge of research and policy related to socio-economic mobility and educational attainment a plus.
- Highly motivated, creative, and strategic thinker with strong interpersonal skills.
- Exceptional writing, editing, and oral communication skills.
- Experience developing and executing campaigns a plus.
- Ability to work collaboratively and independently, as needed.
- Ability to manage projects with precision, remain organized, and pay close attention to detail while simultaneously attending to the big picture.
- Uses discretion, sound judgment, and maintains the strictest confidentiality when handling sensitive materials and information.
- Excellent time management.
- Technical skills in, or the ability to quickly learn, relevant software applications. (We often use Adobe Creative Suite, MS Office/PowerPoint, project management tools such as Asana, and Salesforce.)
- Bachelor's degree, with master's degree in an applicable discipline an advantage.
- A strong commitment to equity and opportunity, particularly in the area of education.
- A sense of humor, flexibility, and the ability to contribute to a collegial, respectful, and supportive work environment.

This is a full-time position located in Oakland, California, with in-state travel required.

Compensation:

This permanent, full-time position offers competitive compensation and excellent health, commuter, and retirement benefits.

To Apply:

Please submit application materials—a cover letter and resume—via email to jobs@collegefutures.org. Preferred subject line: “Application: Director of Public Policy.” No calls, please.

Learn more about our work at www.collegefutures.org.