**Director of Policy & Research**

**Job Title:** Director of Policy & Research  
**Salary Range:** $110,000 - $140,000  
**Reports to:** Chief Operating Officer  
**Status:** Full Time (40 hours/week)  
**Deadline to Apply:** September 1, 2023  
**Location:** Washington, DC area

**About Generation Hope:**

Generation Hope is a nonprofit organization with a mission to ensure all student parents have the opportunities to succeed and experience economic mobility by engaging education and policy partners to drive systemic change and providing direct support to teen parents in college as well as their children through holistic, two-generation programming. To date we have provided over $1 million in tuition assistance, supported over 330 teen parents in college, celebrated more than 170 degrees earned through our program, and built relationships with 30+ two and four-year institutions across the country. For more information, please visit www.generationhope.org.

We are one of the “best non-profits in the region.” Read below to learn why.

By joining our team, you will be working for an organization named "one of the best nonprofits" by the Catalogue for Philanthropy. Not only do we live out and operationalize our values, we have done the work to create a culture that truly supports every member of our staff. The best part of our organization is the people, from the families we serve to the team we have deliberately cultivated. We strive for excellence while understanding the most valuable asset that we have is our people. We celebrate diversity in all of its forms, including thought, professional and lived experiences, race, gender - even taste in music. If this sounds like a mission and work environment you would like to contribute to and grow with, please consider joining our team.

**Position:**

Generation Hope seeks an experienced, knowledgeable, and driven Director of Policy & Research who will lead our advocacy at the local, state, and federal levels as well as our research projects. The focus of the Director's work will be helping to advance federal and state policies and innovative research that will remove barriers to economic mobility for parenting college students. This position will drive and lead some of the most impactful legislative and advocacy efforts of our era, craft policy solutions that focus on equity for historically under-supported students, and lead research projects that will illuminate the experiences of
young parents, student parents, and their children. The Director of Policy & Research will ensure our team is coordinated to win strategic and transformational legislative and policy fights that lead to transformations for families across the country. Leading a three-person team of policy experts and working with colleagues across the organization, the Director will be surrounded by people who care deeply about racial justice and who are bold, strategic, and committed to achieving progress toward our mission every year. Additionally, this person will leverage existing relationships, build new ones, and work with our allies to continue to lead meaningful and mutually beneficial collaborations that advance shared goals and big wins for families, particularly making an impact for student parents of color. They will lead the design and execution of quantitative and qualitative analyses and contribute to policy analyses and recommendations in support of Generation Hope’s three cross-cutting priorities:

- Higher education affordability and accessibility
- Childcare affordability and accessibility
- True pathways to economic mobility

**Responsibilities:**

**Policy**

- Apply skills, knowledge, and expertise of the systems that impact families, legislative, policy, and advocacy landscapes to help our team to advance our mission
- Provide the necessary subject matter expertise around the systems that impact families to the Policy & Research team and across the organization
- Work with the team to set policy priorities and legislative goals that advance Generation Hope’s agenda and direct the team in hitting those goals – always centering and honoring student voice
- Coordinate with colleagues across Generation Hope on cross-cutting issues such as racial equity, accountability, building an inclusive economy, and education
- Cultivate and maintain relationships among senior policy makers within relevant committees in Congress as well as local government leaders and represent Generation Hope to major stakeholders and allied partners. Inspire and effectively model deep collaboration in meeting overarching goals and priorities.
- With members of the Policy & Research team, research, write, and edit policy reports, analyses, fact sheets, columns, interactive graphics, and other materials on a wide range of topics relating to higher education, childcare, and economic mobility policy
- Support the CEO in serving as the spokesperson on various policy issues by preparing talking points, providing regular policy updates, etc.
- Represent Generation Hope in various settings, including meetings with academics, researchers, advocates, media, conferences, and panel discussions, and where appropriate, serve as an on-the-record spokesperson on policy issues for Generation Hope, including in print, radio, TV, and digital media
- Create systems for tracking Generation Hope’s policy wins and work with the Communications team to effectively communicate those gains as well as opportunities for people to get involved
Research

- Conceptualize and execute on Generation Hope's research agenda, including anticipating research needs; defining a methodology for meeting these needs; laying out a timeline for completing the work; and driving the work forward – ensuring that research projects are executed to the highest standard
- Analyze data, design research questions and methods, develop research partnerships, drive a culture of inquiry, and present high-level findings tailored to multiple stakeholders
- Lead the release of Generation Hope's research and reports
- Track research and policy developments and coordinate with the CEO and COO in directing Generation Hope’s strategic responses as appropriate, including rapid-response communications, technical assistance, and authoring or commissioning original research, analyses, and policy proposals

Other

- Oversee the Policy & Research team, directly supervising the Sr. Policy Manager, the Student Advocacy Coordinator, the incoming Evaluation Manager, and other team members as we continue to grow the team. Provide ongoing coaching and development and promote a culture of high performance, accountability, continuous improvement and collaboration.
- Work closely with our Development team to ensure strong partnership with funders and supporters. Act as an effective steward of program-restricted resources by managing and monitoring the Policy & Research budget.
- Contribute to other Generation Hope initiatives as appropriate, including identifying cross-cutting issues and projects
- Other duties as assigned

Qualifications:

- Personal qualities of integrity, credibility, and a commitment to Generation Hope’s mission
- Bachelor’s degree in a related field required, Master’s degree preferred
- At least 5 years of relevant experience required (i.e. legislative, regulatory, political, public affairs, research, or industry experience; or any combination of education and experience, which would provide an equivalent)
- At least 2 years of management experience required
- Demonstrated experience with policy drafting and developing legislative priorities
- Strong knowledge of and deep experience with at least one of the following policy areas: higher education, childcare, or social policy
- A proven track-record of leadership that resulted in wins, and experience developing, writing, and executing successful legislative plans
- Excellent organizational skills, experience designing and conducting research and evaluation
- Understanding of national advocacy work and familiarity with larger progressive movements, players, partners, and allies
• Strong strategic and policy planning skills and commitment to processes that ensure transparency and communication in carrying out the work to achieve policy and advocacy goals
• Demonstrated ability to build strong, collaborative relationships with leaders and team members
• Exceptional facilitation and presentation skills
• Ability to drive results and set priorities independently
• Ability to work in a fast-paced environment is required
• Personal and professional commitment to understanding and dismantling systemic and institutional racism

Travel
• This position requires travel, approximately 25% of the time, in and out of the DC Metro area. Must be able to travel via plane, train, or car.

CANDIDATES MUST RESIDE IN WASHINGTON, D.C., VIRGINIA, OR MARYLAND BEFORE THE EMPLOYMENT START DATE. Generation Hope has a hybrid remote and in-office work model.

Generation Hope provides full benefits, including 403(b), health, dental, and paid time off. More information on benefits can be found at generationhope.org/careers. As a safeguard to the health of our employees, participants, and community, all new hires must be fully vaccinated against COVID-19 by the employment start date. Our full vaccination policy is available here.

To apply, please complete the online application here: https://Generation_Hope.formstack.com/forms/apply_now. Please do not call.

Generation Hope is an equal opportunity employer. Generation Hope will not discriminate on any basis prohibited by law, including marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, matriculation, political affiliation, race, color, religion, sex (including pregnancy, childbirth, related medical conditions, breastfeeding, or reproductive health decisions), age, national origin, genetic information, veteran status, and disability.