POSITION DESCRIPTION

JOB TITLE: Director, State Services
DEPARTMENT: State Policy and Implementation Support Team
STATUS: Exempt
REPORTS TO: COO
EFFECTIVE DATE: September, 2014

ABOUT ACHIEVE

Achieve is an independent, nonpartisan, nonprofit education reform organization dedicated to working with states to raise academic standards and graduation requirements, improve assessments, and strengthen accountability. Created in 1996 by a bipartisan group of governors and business leaders, Achieve is leading the effort to make college and career readiness a priority across the country so that students graduating from high school are academically prepared for postsecondary success. When states want to collaborate on education policy or practice, they come to Achieve. At the direction of 48 states, and partnering with the National Governors Association and the Council of Chief State School Officers, Achieve helped develop the Common Core State Standards. Twenty-six states and the National Research Council asked Achieve to manage the process to write the Next Generation Science Standards. Achieve has also served as the project manager for states in the Partnership for Assessment of Readiness for College and Careers, which are developing next generation assessments. And since 2005, Achieve has worked with state teams, governors, state education officials, postsecondary leaders and business executives to improve postsecondary preparation by aligning key policies with the demands of the real world so that all students graduate from high school with the knowledge and skills they need to fully reach their promise in college, careers and life. For more information about the work of Achieve, visit www.achieve.org.

POSITION SUMMARY

The Director, State Services is responsible for integrating the complex work Achieve undertakes with states to advance, implement and sustain their college-and career-ready agendas. Major responsibilities include working with Achieve program, advocacy and communications staff to ensure that services to states are coordinated and that we are meeting states' needs as well as Achieve's goals and objectives. The director will organize internal Achieve work teams to engage state partners as well as maintain internal knowledge management around the work of states to keep all staff well-informed about state activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide Strategic Integration in Support of States

- Keep states engaged in Achieve activities and opportunities and connecting states with resources and materials as well as Achieve staff and partners.
- Monitor state progress and needs and coordinate resources—both internal and external—to increase states' likelihood of success on the college and career ready agenda.

Communications and Collaboration

- Supports the Achieve Executive Team to ensure consistent prioritization and coordination on activities that provide direct support to states.
- Collaborates across units to ensure key Achieve staff are informed and appropriately engaged in activities in support of states.
- Assists in strengthening relationships with state leadership teams and partners, keeping them informed about Achieve's work and, when appropriate, promoting cross-state collaboration and collective problem solving

Knowledge Management

- Monitor progress on meeting Achieve's operating plan goals and objectives with respect to state's work on the college and career ready agenda.
- Promote data sharing across the organization.
- Utilize internal and external data points to make suggestions for ways staff can optimize workflow and communication.

Budget and Grant Support
- Directly manage grants and budgets providing interim and final grant reports for grants associated with state services.
- Proposal and report writing and editing are also required.

MINIMUM REQUIREMENTS
- Ideal candidates will have 10+ years of related work experience, which may include, but is not limited to, education, education leadership, education policy, communications, public affairs, state government relations and campaign/field operations management.
- Education -related experience at the state and/or local level or work (or with state and/or local actors).
- Excellent interpersonal and communications skills.
- Candidates must be able to facilitate team-building environments and foster cross-organizational communications.
- Must be a strategic thinker, accomplished planner, able to understand and help shape Achieve's strategy for advancing its policy agenda.
- Works well under pressure and with the ability to manage multiple conflicting deadlines.
- Works effectively in an entrepreneurial, collaborative environment, and is able to direct and work in harmony with a diverse group of highly motivated and capable individuals.
- Ability to represent the organization in public forums at the national and state levels.
- Experience managing budgets, people and consultants.

COMPENSATION
Salary is commensurate with experience and qualifications. Achieve offers a comprehensive benefits package.

FOR CONSIDERATION
To apply, please send a resume and cover letter to jobs@achieve.org with the position title in the subject line.

Achieve is an Equal Opportunity Employer and
encourages diversity in all facets of the organization's work.