



POSITION DESCRIPTION

JOB TITLE: Program Associate, Strategic Initiatives
DEPARTMENT: Strategic Initiatives
STATUS: Exempt
REPORTS TO: Associate Director, Strategic Initiatives
EFFECTIVE DATE: March, 2015

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 for states across the country, ensuring high school graduates 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, legislators, 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 Program Associate reports to the Associate Director, Strategic Initiatives and is responsible for executing daily program activities of the Strategic Initiatives team to provide state leaders, national education advocacy partners, and the business community the outreach, engagement, and communications support they need to be effective advocates for the college- and career-ready agenda. Responsibilities include guidance and tool development for state and national partners; supporting the Associate Director in grant and contract management; conducting primary and secondary research and analysis on state education policies and practices; preparing case-making materials and other briefing documents; small project management; and other duties as assigned..

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide targeted guidance, support, and relevant tools to state partners to help them advance advocacy efforts in support of their college- and career-ready agenda
- Track state policy developments relevant to the college- and career-ready agenda, including monitoring news clips, flagging priority items for Achieve staff and contributing to monthly reports for staff dissemination
- Monitor and evaluate state climate and appetite for Achieve's engagement on priority issue areas, with an emphasis on Next Generation Science Standards
- Build upon Achieve's expertise in advocacy by staying current on relevant research—regularly reviewing resources from states and national partners; identifying, analyzing and compiling resources on various topics; and sharing that information to facilitate knowledge sharing with Achieve staff and partners
- Help manage and maintain content for broader dissemination via www.achieve.org and through the coalition network
- Develop and assemble materials and presentations for www.achieve.org and for senior staff visits with state and national audiences
- Respond to inquiries from state and national contacts regarding Achieve's advocacy, communications, and policy work

- Provide planning and implementation support for conference calls, meetings, and webinars, including conceptualizing meeting agendas and associated resources, drafting materials, coordinating logistics, and providing on-site support as needed
- Contribute to the development of tools and resources to use with state and national partners to advance and sustain the college- and career-ready agenda
- Work across the various internal teams to facilitate connections and inform the development of tools/information/strategies to advance the broader college and career ready agenda
- Support and advise the Associate Director in the management of grants and contracts associated with the work of the Strategic Initiatives team

Minimum Requirements

- Bachelor's Degree and 4+ years of relevant experience required (graduate degree substitutes for 2 yrs)
- Ability to work in a fast-paced environment, under considerable pressure and tight deadlines
- Strong project management skills and proven ability to successfully manage multiple (often conflicting) priorities
- Ability to analyze policy and research developments and distil and share salient facts with different audiences
- Persistence, resourcefulness, drive, and ability to work proactively
- Excellent oral and written communication skills
- Demonstrated relationship-building skills; solid judgment; critical thinking skills; highly organized
- Ability to work in team atmosphere
- A passion for education

FOR CONSIDERATION

Please submit your resume and cover letter to jobs@achieve.org with the position title in the subject line.