



**Policy Director, Math Policy**  
Foundation for Excellence in Education (ExcelinEd)  
Virtual Office

**About the Director Position:**

The Policy Director is responsible for promoting and advancing a student-centered policy agenda that provides students with foundational numeracy skills, closes learning gaps and addresses learning loss. The Director manages activities to support state-level policy development, implementation and technical assistance in priority states, with an emphasis on comprehensive K-8 mathematics policy to ensure all students are prepared to succeed in Algebra I and beyond. As a team member at one of the nation's foremost education policy organizations, this is a role for a motivated leader with the drive to advance and transform state education through student-centered policy solutions and a creative vision for a future of education that guarantees each and every child academic support to learn, succeed and achieve their full potential.

**About ExcelinEd:**

Being a part of ExcelinEd means joining a high-performing and motivated team of education advocates with a shared belief that every child deserves a quality education. Team members are committed to our core values of service, integrity, collaboration, expertise and making a difference. Our organization sets big, hairy audacious goals and works tirelessly to support states in transforming education through student-centered policies that increase student learning, eliminate inequities and ready students for college plus careers.

**Essential Duties and Responsibilities:**

- Develops robust, student-centered policy solutions, fundamental principles and innovations to support states with math improvement; supports state leaders with policy solutions aligned to state needs.
- Guides and supports state policy implementation and technical assistance to establish or accelerate ExcelinEd's policy agenda, including identifying barriers to implementation and supporting implementation workshops.
- Provides expert testimony to legislative and executive committees and serves as a thought leader on K-8 math policy, promoting policy solutions on panels at education conferences, workshops and convenings.
- Develops model policies, policy toolkits, briefs and white papers and conducts comprehensive reviews of existing state laws and policies.
- Develops and manages math policy research objectives; conducts policy research and analyses.
- Supports ExcelinEd's multi-state policy convenings; drafts meeting agendas, identifies speakers and co-hosts workshops.
- Assists with building the agenda for the annual National Summit on Education.
- Drafts blogs, talking points, briefings, summaries and presentations for internal and external purposes.
- Responds to email questions and comments related to policy from policymakers, aides and the public.
- Travels on behalf of the organization and serves as a representative at events.
- Assists with communications and messaging by supplying facts and writing and editing communications pieces for policy information and accuracy.
- Assists business development by contributing to philanthropic engagement, grant writing and reporting.
- Prepares briefing materials for the organization's executive management and Board of Directors.

**Requirements:**

- 5-7 years of experience working in K-8 math or K-12 education policy at a state executive or legislative level or with a state or national policy organization.
- Minimum of a bachelor's degree; advanced degree in public policy or education preferred.

**Preferred Skills/Qualifications:**

- A background in Education, Public Policy, Social Science, Political Science, Public Administration or an associated subject is desirable.
- Strong writing and communication skills.
- Ability to speak publicly before policymakers and executives.
- Strong organizational and teamwork skills.
- Expertise in the development or implementation of K-8 math or other foundational learning policies.
- General understanding of the intersection of politics, policy and the legislative process.
- Proven success in collaborating, partnering and influencing across teams and organizations to drive results in matrixed environments.
- Ability to thrive with ambiguity, manage relationships and handle complex work assignments.