

# Vice President of Public Policy

The Council for Opportunity in Education (“COE” or “the Council”) seeks a dynamic and accomplished Vice President of Public Policy (“Vice President”) to help develop and implement a robust policy agenda to strengthen programs to support low-income, first-generation college students, most notably the Federal TRIO Programs (“TRIO”). Reporting to the Executive Vice President, the Vice President will work to ensure that voices of COE’s constituents – college access and success professionals and the students they serve – are well-represented in all conversations concerning federal funding and authorization of programs to support low-income and first-generation students.

The Vice President will also work closely with peers within the organization as a collaborative partner on a variety of initiatives.

## **Responsibilities**

- In collaboration with the senior leadership of COE, develop, design and implement the government relations agenda of the Council and represent Council interests on Capitol Hill and before the U.S. Department of Education, the White House, and other relevant entities;
- Represent COE and TRIO programs and students at congressional meetings, briefings, and within education coalitions across Washington, DC;
- Keep the TRIO community apprised of the government relations activities throughout the country that affect TRIO programs and personnel through weekly updates and regular field inquiries;
- Coordinate the response of the TRIO community to congressional and administration activities that affect TRIO programs;
- Craft correspondence, reports, and other materials for internal and external audiences, including presentations at state and regional meetings of TRIO alumni and personnel;
- Plan, coordinate, and execute COE’s annual legislative events, including the Policy Seminar, congressional visits during the National Student Leadership Congress, Capitol Hill briefings, etc.; and
- Supervise the Director of Congressional Affairs in the assistance of these and other duties.

Travel to constitute approximately 25% of job duties. Late nights and weekends as necessary.

## **Requirements**

- Bachelor’s degree in Political Science, Government, or related field; advance degree preferred.
- Five to seven years of professional experience in the public policy arena, preferably in the area of higher education;
- Capitol Hill experience as well as an intimate understanding of the appropriations and authorization processes strongly preferred;

- Excellent writing/editing and verbal communication skills.
- Highly collaborative style; experience developing and implementing advocacy strategies
- A strong track record as a relationship builder with the flexibility and finesse to "manage by influence"
- High energy, maturity, and leadership with the ability to exercise strong judgment and discretion in advocacy matters at both the strategic and tactical levels
- Self-starter, able to work independently, and an entrepreneurial spirit; enjoys creating and implementing new initiatives
- Sincere commitment to working collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Keen insight, awareness, and sensitivity into matters pertaining to low-income students, students of color, students with disabilities, and other underrepresented student groups.

Approximately 20% travel. Competitive salary based on experience. Generous benefits package.

To apply, please send a letter of interest, resume, and list of references to [Alvin.Phillips@coenet.org](mailto:Alvin.Phillips@coenet.org). No phone calls please.