



## **The Organization**

*Excelencia* in Education accelerates Latino student success in higher education by promoting Latino student achievement, conducting analysis to inform educational policies, and advancing institutional practices while collaborating with those committed and ready to meet the mission. Launched in 2004 in the nation's capital, *Excelencia* is building a network of results-oriented educators and policymakers to address the U.S. economy's need for a highly educated workforce and engaged civic leadership. For more information, visit: [www.EdExcelencia.org](http://www.EdExcelencia.org).

*Excelencia* is a growing, fast-paced nonprofit organization with a small and dynamic team that is deeply committed to its mission. Most (but not all) staff is located in the Washington DC office, with oversight provided by *Excelencia*'s two senior executives, the President and the COO/VP for Policy. *Excelencia* is expanding its programs while refining its organizational structure to ensure effective, strategic management and administration sufficient to support our work and maintain the same level of program excellence.

## **JOB DESCRIPTION**

### **Policy and Research Analyst**

#### **Job Summary**

The Policy & Research Analyst is a qualified and experienced individual who conducts research and project coordination that furthers *Excelencia* in Education's portfolio of policy, programs, and practice to accelerate Latino student success in higher education. The analyst is a part of the policy and research team and reports directly to *Excelencia*'s Vice President for Policy.

#### **Responsibilities**

- Conducts research and data analysis on topics related to Latinos in higher education and assists with writing reports, briefs, concept papers, presentations, and other content for dissemination.
- Assists with the development of appropriate methods for assessing intervention impact and policy-relevant practices.
- Engages in effective project management, which includes responsibility for content and logistic development, management of timeline and activities
- Generates new ideas that support strategic direction of *Excelencia*'s research portfolio.
- Assists with the development and preparation of grant proposals/reports and contracts, as requested.
- Collaborates with and provides assistance to Vice President for Policy and other staff to support broader organizational activities.
- Performs other duties as assigned.

#### **Qualifications**

It is expected that the responsibilities enumerated above will be completed at the highest level of quality, efficiency, and effectiveness representing *Excelencia* in Education. This position requires a bachelor's degree and/or at least three years of experience working in the postsecondary education policy arena, with experience in researching and writing policy reports. Knowledge of current issues in Latino student success and a graduate degree in education, policy, or related field is preferred. The ideal candidate will be able to write clearly, effectively, and persuasively for education research and policy, with a collaborative and dependable professional style. This position requires knowledge and experience with both quantitative and qualitative research.

### **How to apply**

Salary is competitive and commensurate with experience. This position is full-time, exempt, and based in Washington, DC and may include some travel. Interested candidates should send a cover letter, resume, and writing sample to: [jobs@edexcelencia.org](mailto:jobs@edexcelencia.org).

***Excelencia in Education is an equal opportunity employer.***

*Excelencia* in Education • 1156 15th St., NW, Suite 1001 • Washington, DC 20005

