IBHE has been supporting higher education in Illinois for more than 50 years. We are a dedicated team of professionals, overseen by a Board appointed by the Governor, who are working for a strong, equitable higher education system, which we believe is essential for the state to thrive. We work with leaders in colleges, universities, state and federal government agencies, governors, legislators, and other entities to strategically further this mission.

In its strategic plan, *A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth*, IBHE has identified three goals and 25 strategies to help achieve its vision of a higher education ecosystem that ensures individuals, families, and communities across the state thrive.

- **Equity** - Close equity gaps for students who have been left behind.
- **Sustainability** - Build a stronger financial future for individuals and institutions.
- **Growth** - Increase talent and innovation that drives economic growth.

IBHE is seeking a **Senior Associate Director for Policy** to lead IBHE’s policy development efforts, identifying policies and practices that will support the implementation and goals of *A Thriving Illinois*. To do this, the incumbent stays abreast of the higher education research, policy, and practice landscape within Illinois and nationally as well as maintains and draws on a deep understanding of IBHE’s data and analysis. The Senior Associate Director reports to the Executive Director.

**Major Duties and Responsibilities**

The Senior Associate Director for Policy will:

- lead the development of a policy agenda to achieve the goals and support the strategies in *A Thriving Illinois*, ensuring policy is informed by strong data analysis and research and through close collaboration with the Information Management and Research team, in particular;
- oversee implementation of key policy initiatives
- provide analysis on pending legislation, recent reports, and innovative practices,
- develop materials, analysis, and reports for public release;
- support the professional development and growth of members of the Policy team
- contribute to the Agency’s leadership team, including helping achieve the long-term strategic and annual goals, including Diversity Equity, and Inclusion goals. Help provide leadership to the organization, including presenting to the Board, working with Board members, assisting with the agency’s annual planning, budgeting, and goal setting, and contributing to a collaborative team culture.
Knowledge, Skills, and Abilities

- Passion and committed to education and public service
- Highly analytic, with the ability to define, conduct and communicate research and analysis for multiple audiences
- Ability to lead the policy analysis and development process with sensitivity to the adoption and implementation processes and understanding of the policy-making context
- Strong interpersonal skills and a teamwork orientation
- Strong problem-solving skills
- Strong organizational skills
- Extremely driven, intellectually curious, and committed to continuous learning and growing
- Supportive colleague, reinforcing a strong team-focused culture

Education and Experience

- Minimum of master’s degree in public policy, public administration, or related field
- Minimum of five years of experience in policy analysis and policy development, preferably in higher education or education more broadly.
- 4 (four) additional years of direct experience in policy research, analysis, and development may be substituted for the master’s degree
- Supervisory experience a plus

Work Location:
Work locations are Chicago, IL with a fully remote schedule and Springfield, IL, with a hybrid work schedule. Those located in other areas of Illinois will also be considered. Occasional travel within Illinois is expected, as required by the work.

Salary and Benefits:
Salary is commensurate with experience within the range of $85,000 - $110,000. We offer the state’s competitive employee benefits package.

To Apply:
For full consideration, submit (1) letter describing your interest in the role and how you meet the qualifications, (2) resume, and (3) at least three professional references including names, professional titles, and current emails and phone numbers.

Interviews will begin immediately and will be conducted virtually. Please submit your materials by e-mail to: HumanResources@IBHE.org
We are committed to a diverse and inclusive workforce by ensuring all our staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our employees and are dedicated to creating a healthy place to work. As an Equal Opportunity Employer, we strongly encourage veterans, individuals with disabilities, women, and minorities to apply.

IBHE is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.