

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Policy Analyst
Organization:	United Negro College Fund
Location:	Washington, DC
Stipend:	\$67,500 with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, 2018

ORGANIZATION DESCRIPTION

The United Negro College Fund (UNCF) is the nation's largest and most effective minority education organization. Since its founding in 1944, UNCF has raised more than \$4.7 billion to help more than 445,000 students receive college degrees at UNCF-member institutions and with UNCF scholarships. UNCF plays a critical role in enabling more than 60,000 students each year to attend college and get the education they need, and that the nation needs them to have, by awarding over 10,000 scholarships and internships via 400 programs for students from low- and moderate-income families to attend more than 1,100 colleges and universities across the country; providing financial support for its 37 member historically black colleges and universities (HBCUs) for scholarships and capacity building; and advocating nationally for the importance of education and college readiness through its annual television program, a national public service announcement campaign, and commentary in national media. For more information, visit www.uncf.org.

The mission of the Frederick D. Patterson Research Institute (FDPRI) is to design, conduct, and disseminate research that helps guide policymakers, educators, philanthropists, and the general public toward improving the educational opportunities and outcomes of African Americans and other underrepresented minorities across the P-16 pipeline. The Institute maintains a diverse research agenda, priorities, and activities that address status and pathways to attainment in education from preschool through college and investigate the obstacles, barriers to, and enablers of favorable educational outcomes.

POSITION DESCRIPTION

The Frederick D. Patterson Research Institute of UNCF seeks a recent humanities PhD to serve as a Policy Analyst. The analyst will support the research activities of FDPRI with an orientation toward collecting, analyzing, interpreting, and presenting qualitative and quantitative information. S/he also will collaborate with the Senior Vice President for Public Policy and Government Affairs on education policy projects—particularly on federal financial aid—and develop policy documents that support UNCF government outreach and advocacy initiatives.

In addition, the Policy Analyst will be expected to initiate and manage research projects from start to finish and contribute to the strategic development of programs that build capacity at UNCF-member institutions and other HBCUs through the Institute for Capacity Building (ICB). ICB provides resources to enhance the sustainability and success of UNCF's 37 member HBCUs. Through ICB, members receive technical assistance, professional development, programming and grant support to improve their effectiveness in various functional areas, such as enrollment management, institutional effectiveness,

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fundraising, fiscal management, and accreditation preparation strategies. For more information on ICB, visit www.uncf.org/institute-for-capacity-building. The Policy Analyst will spend approximately 75 percent of their time on federal policy issues and 25 percent of their time on ICB matters.

Key duties and responsibilities:

- Develop substantive advocacy materials, such as fact sheets, issue briefs, talking points, op-eds, and testimony for specific federal policy issues;
- Synthesize and analyze qualitative and quantitative data, and draft research reports that support UNCF priorities;
- Support the Institute for Capacity Building by providing analytical support, strategic program development and execution, and assistance in drafting grant proposals;
- Develop presentations to communicate findings to internal and external audiences;
- Identify effective strategies for addressing complicated data inquiries from UNCF stakeholders;
- Cultivate an understanding of pertinent education policy issues, particularly as they pertain to federal financial aid and the HBCU value proposition;
- Analyze federal education data that impacts relevant issue areas for UNCF stakeholders;
- Occasionally travel to Atlanta to collaborate with ICB team members; and
- Respond to requests for information, as required.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Strong analytical skills, including the ability to synthesize complex or diverse information;
- Familiarity with and/or inclination toward collecting and analyzing quantitative data from federal education databases;
- Excellent oral communication and persuasive speaking skills;
- Highly developed written communication skills, with proven ability to tailor messages that are persuasive and appropriate for diverse audiences, and with attention to timeliness, accuracy, and detail;
- Strategic thinking, with a facility for adapting project strategy to changing conditions;
- Project management experience, especially in the development of project planning, coordination, and workflow design;
- Sound and accurate judgment and a willingness to make timely decisions;
- Creative thinking and resourcefulness, with a penchant for developing innovative approaches to problems; and
- Orientation toward conducting research in the postsecondary education sector.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 14, 2018, 9 p.m. Eastern Daylight Time

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