



State Policy Partnership Manager

Position Status: Fulltime or Contract
Position Location: Flexible in the United States
Reports to: Executive Director

Credential Engine is an equal opportunity employer. Women and people of color are encouraged to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Who We Are

Credential Engine is a non-profit whose mission is to create credential transparency, reveal the credential marketplace, increase credential literacy, and empower everyone to make more informed decisions about credentials and their value. www.credentialengine.org

What We Do

Credential Engine provides a suite of web-based services that creates for the first time a centralized Credential Registry to house up-to-date information about all credentials, a common description language to enable credential comparability, and a platform to support customized applications to search and retrieve information about credentials.

Credential Engine currently works with a growing number of states to support their efforts to make essential data about credentials and competencies public, transparent, and linked in order to better serve students, workers, employers, and others. In 2019 Credential Engine formed a partnership with six national organizations to support the development and implementation of policies that will make credential transparency enduring in states: Council of Chief State School Officers, Data Quality Campaign, Education Commission of the States, National Conference of State Legislatures, National Governors Association, and the State Higher Education Executive Officers Association.

Primary Responsibilities:

This position will function as the manager and coordinator of this partnership, the work products envisioned by the partnership, and the integration of this work with Credential Engine's other state work. The coordinator will have responsibility to initiate written products, and work with partners on editing the materials to meet partner requirements. The person should have some level of state policy exposure and experience, and understand state policy environments. We are looking for someone who is very well organized, an excellent writer, a self-starter, and able to effectively support and work dispersed staff, partners, and consultants.

Specifically, the Coordinator will:

- Lead state policy partnership work, including
 - managing relationships and milestones with project partners,
 - coordinating and leading drafting of joint messaging, outreach, policy papers, case studies, and other deliverables,
 - coordinating calls, meetings, conference events, state teams, and working groups,
 - developing and maintaining a tracking chart of state policies and activities, with state partnership team, and providing analysis and summaries of key developments,
 - managing development of an online policy toolkit, aligned with other state supporting resources offered by and initiatives underway within the partners, and
 - assisting with reporting requirements to funders.
- Manage event planning and execution, as necessary.
- Assist with all general participant, partner, vendor and customer support by:
 - Assisting with arranging in-person and online meetings and required logistics
 - Assisting with contact management within Salesforce
- Provide general project management and support as necessary for the success of the organization

Qualifications

- Exemplify flexibility, an ability to work both independently and collaboratively.
- Highly-organized with an attention to detail.
- Ability to prioritize and manage multiple projects.
- Strong oral and written communication skills.
- Ability to manage complex situations and relationships with confidence, confidentiality, and tact.
- Operating style suited to working in a small team environment where teamwork, creativity and flexibility are valued.
- Experience in related positions, with related responsibilities, is strongly preferred.

Work Environment and Physical Demands

- Work is primarily performed in an office environment.
- Visual and auditory acuity for extensive use of various forms of technology.
- Travel will be required to execute the work.

Compensation

A competitive compensation package including salary and benefits is available and is commensurate with experience and qualifications.

Application

To apply for this position, please submit a resume and cover letter to resumes@credentialengine.org with "Policy Partnership Manager" in the subject line. **Please submit by March 15, 2020.**



To learn more, please visit www.credentialengine.org or contact info@credentialengine.org

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