



Policy Analyst

OVERVIEW OF THE POSITION

SCORE's Policy Analyst will play a critical role on SCORE's Policy and Government Relations team by supporting the development and advancement of the organization's policy agenda. This role will review research, analyze legislation, utilize data, conduct national policy scans, and monitor the state of Tennessee's education policy landscape. The work of the Policy Analyst will inform bill proposals, amendments, policy recommendations, partner communications, and advocacy strategies. The person in this role will also provide policy expertise across SCORE workstreams on a variety of projects, including district networks, postsecondary leadership cohorts, and convenings. Finally, this role requires collaboration with internal and external partners to develop public products that describe Tennessee's policy landscape and offer recommendations for improvement. While this position includes work across both K-12 and higher education policy, it is anticipated that more than half of the capacity will be focused on education-to-work and higher education topics. The Policy Analyst will report to SCORE's Director of Policy.

ABOUT SCORE

"The progress that our students have made in recent years is inspiring — there is no doubt that they are capable of achieving at high levels and leading Tennessee into a bright future. While education stakeholders are already working together in exciting ways in Tennessee, it is our responsibility to redouble our innovative efforts to ensure that we are supporting our students to truly excel and thrive. The future of our state depends on it."

— Senator Bill Frist, Chairman and Founder, SCORE

The State Collaborative on Reforming Education's (SCORE) mission is to catalyze transformative change in Tennessee education so that all students can achieve success. SCORE is an independent, nonprofit, and nonpartisan institution founded in 2009 by Senator Bill Frist, M.D., former U.S. Senate Majority Leader. Striving to be a durable partner and trusted adviser on Tennessee education, SCORE is focused on advancing change for students from kindergarten to career through policy and practice — and taking it to scale.

SCORE has **three goals** that guide the organization's work to drive success for all students in Tennessee:

- All students receive an excellent public K-12 education.
- All students earn a credential or postsecondary degree of value that prepares them for a career enabling economic independence.
- Economically disadvantaged students, students of color, and rural students see improved success across all goals relative to their peers.

SCORE is based at 1801 West End Ave. in downtown Nashville. This role is eligible for hybrid work with the expectation of at least 20 hours per week in the office and the balance of the time at the team member's choosing (unless otherwise notified by their manager). For more information on SCORE, please visit www.tnscore.org.

KEY RESPONSIBILITIES

- Monitor, analyze, and make recommendations about K-12 and higher education legislation filed in Tennessee
- Develop policy recommendations to advance student achievement and close opportunity gaps in Tennessee
- Produce public-facing deliverables (memos, slide decks, blog posts, etc.) to advance SCORE's policy priorities
- Synthesize information on complex topics for a range of audiences including legislators, state agency leaders, and institution leaders
- Closely monitor Tennessee policy updates across key agencies and partners and identify opportunities for SCORE advocacy
- Conduct frequent policy scans to identify emerging best practices and remain up to date on policy shifts across the nation
- Conduct data analysis and research to increase understanding of education policy priorities
- Collaborate with SCORE team members to align on strategies for developing and advancing SCORE's policy priorities

IDEAL CANDIDATE REQUIREMENTS

- Familiar with K-12 and higher education policy landscapes (two years of experience preferred)
- Ability to problem solve and apply critical thinking skills to complex policy issues
- Ability to understand and distill nuance
- Strong attention to detail
- Clear and concise communicator both verbally and in writing, with an ability to produce deliverables for a range of audiences
- Organized with an ability to work in fast-paced environments with high expectations
- Ability to balance competing priorities
- Foundational data skills in Microsoft Excel
- Willingness to receive and apply feedback

SCORE focuses on creating a culture of growth through feedback and collaboration as well as various professional development options and support. If your past experience doesn't align perfectly with the noted aspects of an ideal candidate but you are excited about this role, we encourage you to apply. You may be a great candidate for this or other roles on our team.

COMPENSATION

SCORE offers a competitive salary commensurate with experience.

BENEFITS

SCORE deeply values team members and their well-being and is proud to offer a comprehensive benefits plan. All full-time SCORE employees are eligible for benefits, including:

- **Medical insurance:** including access to a high-quality network with SCORE paying the full medical premiums for employee-only plans and 80% or more of premiums for plans including eligible dependents
- **Vision and dental insurance:** including access to a high-quality network with SCORE paying 50% of premiums for employee-only plans and plans including eligible dependents
- **Employer-paid disability, life insurance, and EAP benefits**
- Access to **Flexible Savings Accounts (FSA)** for medical and childcare expenses and **Health Savings Accounts (HSA)** benefits.

- Immediate eligibility for participation in a **401(k) program** with employer match
- **Paid parental leave time**, including **paternity, maternity, and adoption leave**
- **Paid time off:**
 - Fifteen days per year for years one through four, 20 days per year after five years
 - Holiday office closures (15 days total in 2024)
 - Six paid sick days per year
 - Teamwide mental health day office closures (two total in 2024)
 - Paid floating holidays (three per calendar year, prorated for new hires depending on start date)
- Free on-site parking
- Free on-site gym

COMMITMENT TO DIVERSITY & INCLUSION

SCORE's mission is to drive transformative change in education so that all Tennessee students can achieve success in college, career, and life. From its founding in 2009, SCORE has been grounded in the belief that diverse perspectives are required to identify solutions that will best serve Tennessee students, so we seek to bring as many viewpoints as possible into our daily work and live out collaboration as a core value.

Within our organization, we believe it is important for our team to reflect the rich diversity of Tennesseans and Tennessee students, and we aspire for our team to understand varied viewpoints, experiences, and backgrounds. We strive to build an inclusive organization where each team member feels respected and supported, knowing that when team members are empowered to use their individual gifts, we become more effective in advancing our mission.

SCORE is an equal opportunity employer. Applicants are considered for all roles without regard to race, color, religion, gender, pregnancy, national origin, ancestry, age, marital status, veteran status, disability, sexual orientation, genetic information, or any other legally protected characteristic or status.

TO APPLY

To apply, please send a resume to hr@tnscore.org. In lieu of a cover letter, please include in your email a response to the question "In 250 words or less, please describe why you are interested in the Policy Analyst role at SCORE."

The priority application deadline is Friday, August 9. SCORE will continue reviewing applications on a rolling basis until the position is filled. We recommend interested applicants apply as soon as possible.