



**The Mind Trust**  
Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450  
Indianapolis, IN 46202  
317.822.8102

## **Job Description: Director, Policy**

### ***Organizational Overview***

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement, empowering talented, diverse educators to launch new schools, and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 41 schools, 14 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms.

### ***About The Mind Trust***

We are a high-impact, fast-paced organization that emphasizes a results-oriented culture. Our team is highly collaborative and we take pride in offering a flexible work environment. The Mind Trust is committed to diversity, equity, and inclusion (DEI) in all we do to ensure present and future educational success for all students in Indianapolis. Upholding these principles is critical for our staff, Fellows, community stakeholders, and partners to spark radical systemic change. We recognize the past and continued existence of institutional racism, discrimination, privilege, and oppression in our education system and society at-large, in particular its adverse effects on our students of color.

### ***The Mind Trust's Talent Philosophy***

At The Mind Trust, **values- and mission-aligned, high-capacity** team members **collaborate** and **innovate** to achieve transformative education outcomes. We cultivate a **diverse and inclusive culture** where team members bring their **whole selves** to work and where we demonstrate **care for one another**. We are **self-driven leaders** who operate with a high degree of **autonomy**. We invest in **development**, encouraging and expecting **continuous reflection, learning, and growth**—all driven by a strong sense of **innovation** and **curiosity**.

### ***Position Overview***

The Director of Policy will report to the Senior Vice President of Strategy as part of the Strategy & Special Projects Team. The Director of Policy will be responsible for leading all work related to The Mind Trust's policy work at the State and local levels, which requires vision, creativity, initiative, judgment, independent decision making, critical reading skills, strong writing and interpersonal skills.

The ideal candidate is an experienced leader with the ability to oversee program implementation, build strong partnerships, and ensure strong outcomes for students. The ideal candidate has keen attention to detail, excellent organizational skills, and a high bar for quality. The Director of Policy must be a strategic and critical thinker who demonstrates sound judgment in strategizing and making decisions.

### ***Position Responsibilities***

- Serve as TMT's internal policy expert
  - Develop and leverage a deep expertise of the local and national school reform landscape
  - Develop and maintain national relationships that enable TMT to refine its thinking and continuously improve its policy landscape at both the state and local level
  - Recommend and develop policy necessary to maintain a policy landscape conducive to autonomous school growth and a portfolio school model, ensuring that Indiana remains one of the strongest policy environments in the country
  - Research and recommend model policy where applicable
- Support TMT's efforts to pass at least one piece of state or local policy each year
  - Manage strategic efforts to ensure passage of key legislation
  - Coordinate the development of TMT's policy and research agenda
  - Design and manage white paper / report planning and development, managing external vendors as needed
  - Participate in coalitions to support strong K-12 policy
  - Read and analyze legislation and local policies, identifying issues that TMT should track and influence
  - Support CEO & SVP by providing briefs and background research where necessary
- Serve as a key advisor to the SVP Strategy & Special Projects
  - Develop analyses and recommendations on state & local policy as needed
  - Serve as an advisor to the SVP on matters related to all Indianapolis work streams
- Miscellaneous
  - Support miscellaneous projects as needed and other duties as assigned

### ***Qualifications***

- Deep commitment to and enthusiasm for The Mind Trust's mission of ensuring that all children have an opportunity to receive an excellent education.
- Significant alignment and belief in The Mind Trust's core values.
- Highly organized with demonstrated ability to simultaneously balance several projects
- Excellent written communication and presentation skills.
- Ability to coordinate and execute logistics with precise attention to detail.
- Ability to work independently as well as collaboratively and thrive in a high-energy, fast-paced environment.
- Ability to incorporate creative approaches to various projects by taking initiative and working independently.
- Ability to build strong partnerships and working relationships with both internal and external stakeholders.
- A bachelor's degree or equivalent combination of education and/or experience required.
- At least five years of policy experience preferred
- Advanced computer skills including Microsoft Office – Word, Excel, and PowerPoint required.
- Ability to work flexible schedules including some nights and weekends.
- Ability to travel as necessary.

### ***Compensation***

The Mind Trust offers competitive compensation commensurate with experience and a comprehensive benefits package including medical, dental, and vision insurance, a 403(b) retirement plan including employer match, and paid time off. The Mind Trust is an Equal Opportunity Employer.

Interested candidates should send a resume and cover letter to The Mind Trust's Senior Vice President of Strategy Kristin Grimme at [kgrimme@themindtrust.org](mailto:kgrimme@themindtrust.org).

To learn more about The Mind Trust, visit [themindtrust.org](http://themindtrust.org).