



Position Description: E3 Alliance Policy Analyst

Classification: Professional - Full Time, Exempt

Direct Supervisor: E3 Alliance Senior Director of Policy

About E3 Alliance:

E3 Alliance is a nonprofit organization leading the charge in the relentless pursuit of education transformation for Texas students. Founded in 2006, E3 Alliance is a Texas-based education collaborative that leverages data to serve as a catalyst to impact educational outcomes for all students—cradle to career. Partnering with school, community, and business leaders, E3 Alliance brings together diverse voices to collaborate and build a strong, equitable education pipeline that delivers a trained and educated workforce while creating long-term, systemic change.

Our Core Values: Trustworthy | Collaborative | Intentional | Resolute

E3 Alliance is an equal opportunity employer and has a Best Place for Working Parents 2026 designation for the 6th year in a row.

At E3 Alliance, we value both the effectiveness of remote work and the importance of in-person collaboration. E3 Alliance offers the flexibility of working remotely or coming into an office, with some in-person meetings required. All staff must live in the greater Austin area.

Position Overview

E3 Alliance is looking for a Policy Analyst that supports E3 Alliance's policy agenda by conducting legislative and policy research, monitoring state and federal education developments, analyzing education data, and developing resources that inform stakeholders and decisionmakers. The Policy Analyst serves as a key contributor to policy strategy development, coalition engagement, and legislative tracking efforts, helping translate complex policy issues into actionable information for educators, community leaders, and policymakers. This position requires a strong understanding of the Texas education policy landscape, excellent analytical and communication skills, and the ability to manage multiple priorities in a fast-paced policy environment.

Required Specific Skills

Technical Skills:

Policy and Legislative Analysis

- Legislative and regulatory research and analysis
- Ability to monitor and track state and federal legislation, rulemaking, and budget processes
- Knowledge of the Texas legislative process and education policy landscape

Research and Data Analysis

- Data analysis and interpretation
- Experience synthesizing complex information into actionable recommendations
- Proficiency in developing policy memos, issue briefs, and research summaries

Technology and Software Proficiency

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Data visualization and presentation tools
- Legislative tracking and policy research platforms
- Survey and stakeholder engagement tools
- Online research databases and public data sources

Professional Skills:

Strategic Thinking

- Ability to identify policy trends, opportunities, and risks
- Strategic analysis and problem-solving
- Sound judgment and political awareness
- Systems thinking and policy impact assessment

Relationship Management

- Coalition building and stakeholder engagement
- Relationship development with policymakers, educators, community leaders, and advocacy organizations
- Partnership cultivation and collaboration
- Networking and external relations skills

Communication and Influence

- Excellent verbal and written communication skills
- Ability to translate complex policy issues into clear, accessible information

- Facilitation and meeting management skills
- Persuasive communication and consensus building
- Professional representation in public and stakeholder-facing settings

Project and Organizational Management

- Strong project coordination and organizational skills
- Ability to manage multiple priorities and deadlines simultaneously
- Attention to detail and accuracy
- Self-directed work and follow-through

Required Education & Experience:

- Bachelor's degree in public policy, education, political science, public administration, economics, or related field required.
- Two to five years of relevant experience in education policy, government affairs, legislative research, advocacy, public policy, or a related field.
- Experience working with education data and policy research is strongly preferred.
- Knowledge of P-20 education systems and workforce policy.
- Experience producing policy briefs, legislative analyses, and stakeholder communications.

Preferred Qualifications:

- Master's degree
- Experience working during a Texas legislative session.
- Familiarity with state budgeting and appropriations processes.
- Experience supporting coalition-based advocacy efforts.

Duties and Responsibilities:

Legislative and Policy Analysis

- Monitor and analyze state and federal legislation, agency rules, budget provisions, and policy developments affecting education and workforce outcomes.
- Support the development and implementation of E3 Alliance's legislative and policy priorities.
- Research and monitor the activities of key education entities, including the Texas Legislature, Texas Education Agency (TEA), State Board of Education (SBOE), Texas Higher Education Coordinating Board (THECB), Legislative Budget Board (LBB), and other state agencies.

Research and Data Analysis

- Analyze education data, public reports, and research studies to inform policy positions and recommendations.
- Synthesize data and evidence into compelling narratives that support policy advocacy and stakeholder engagement efforts.

Coalition and Stakeholder Engagement

- Support the coordination and engagement of E3 Alliance's policy coalitions, advisory groups, and stakeholder networks.
- Build and maintain productive relationships with school district leaders, higher education partners, nonprofit organizations, legislative staff, advocacy organizations, and community stakeholders.

Communications and Public Policy Support

- Prepare written materials for policymakers, coalition partners, community leaders, and external stakeholders.
- Develop policy updates, newsletters, briefing documents, and legislative summaries.

Compensation and Benefits

E3 Alliance is supported by founding partner Austin Community College District (ACC), and through this partnership utilizes ACC payroll and human resource systems. Through ACC, E3 Alliance staff have access to ACC compensation and benefits systems, including generous vacation and sick leave, insurance, and other benefits.

Salary Range: \$75,000 - \$82,000

- Salary based on experience and expertise
- Health care and dental insurance, TRS retirement benefits, disability insurance, and other standard ACC benefits
- E3 Alliance is unable to support candidates who require sponsorship to work in the United States
- This position is grant-funded, but does not have a defined timeframe and is intended to be a full-time, ongoing position

To be considered for this position applicants must complete both of the following steps:

- [Submit an ACC application](#), includes uploading your resume
- Complete the E3 Alliance Employment Questionnaire: [E3 Alliance Employment Questionnaire](#)