



JOB DESCRIPTION: Policy Director

Position Description:

Based in Nashville, Think*Tennessee* is a nonpartisan, results-oriented think tank that uses research and advocacy to help build a state where all Tennesseans are civically engaged and economically secure.

We believe our state does best when voters have a say in the decisions that impact their lives and workers earn enough to support their families. That's why we focus our work on researching and advocating for policies that empower voters, support working families, and build a shared understanding of how our state stacks up nationally.

Think*Tennessee* seeks a Policy Director with experience in evidence-based public policy work and an understanding of key issues impacting household budgets, namely income, expenses, and debt. This senior role will lead the organization's policy strategy, serve as the primary expert on key issue areas, and produce the high-quality policy work that drives Think*Tennessee*'s impact.

Think*Tennessee* follows a hybrid work schedule with three days (Monday, Tuesday, and Thursday) required in-person in our downtown Nashville office, and the remaining two days either in-person or remote. More information about Think*Tennessee* is available at www.thinktennessee.org.

Key Job Responsibilities:

- **Serve as Think*Tennessee*'s primary policy expert and lead policy strategy across issue areas:**
 - Monitor and analyze state and local policy developments, legislation, and regulatory changes relevant to Think*Tennessee*'s issue areas including housing, transportation, criminal justice, and energy, as well as other emerging and cross-functional priorities.
 - Provide policy support across all issue areas, conducting policy scans and landscape analyses of peer states to identify best practices, and serve as a thought partner and internal reviewer for policy-related work across the organization.
 - Lead the annual process to identify organizational policy priorities aligned with mission and political opportunity, and work proactively with leadership to develop organizational strategy for producing data-driven, evidence-based policy recommendations that are also politically feasible.
 - Map policy ecosystems, including key decision-makers, institutions, implementation considerations, and political constraints.
 - Develop and maintain templates, frameworks, and standards for policy scans, case studies, and roadmaps; develop comparative case studies that highlight successful policy models and implementation lessons.

- **Produce clear, concise, and compelling policy deliverables:**
 - Author briefs, reports, memos, presentations, and other policy products for a variety of audiences at a publication-ready standard, in Think*Tennessee*'s voice with minimal editing required.
 - Translate research findings into clear, compelling policy products and tailor content for diverse audiences such as policymakers, partners, funders, and the general public.
 - Support communications staff by providing policy context, framing, and substantive review of external-facing materials, such as press releases, newsletters, and website copy.
 - Ensure consistency, clarity, and accuracy across policy-related outputs.
- **Grow and nurture Think*Tennessee*'s relationships with organizational partners and stakeholders:**
 - Support and strengthen relationships with national, state, and local partners by providing policy expertise and strategic insight.
 - Prepare policy briefings and background materials for meetings with policymakers and stakeholders.
 - Represent Think*Tennessee* at conferences, coalitions, and committees as appropriate, as well as in working groups, peer network meetings, and media engagements.
 - Collaborate with issue experts and research staff to ensure policy work is aligned and mutually reinforcing, identifying cross-cutting themes and opportunities that connect multiple issue areas.
 - Ensure that Think*Tennessee*'s work is useful to, and used by, policymakers and stakeholders at the state and local levels.

Qualifications:

Education and Experience

- An advanced degree in public policy, economics, law, or a related field is required.
- 7+ years of work experience in a relevant field, e.g., public policy, advocacy, government, or a related field.
- Demonstrated expertise in one of Think*Tennessee*'s primary issue areas: housing, transportation, criminal justice, energy, or a related policy area.

Skills

- Advanced qualitative research and policy analysis skills, with demonstrated experience conducting policy scans, landscape analyses, and comparative case studies.
- Exceptional policy writing skills with a demonstrated ability to independently produce publication-ready briefs, memos, and reports, with minimal editing required.
- Ability to synthesize complex research and data into clear, actionable guidance.
- Effective verbal and written communication skills with the ability to translate findings for non-technical audiences.
- Demonstrated ability to build and sustain relationships with external stakeholders and partners to advance shared policy goals.

Characteristics

- Passion for and demonstrated commitment to Think*Tennessee*'s mission and organizational values.
- Strategic thinker who can navigate political and institutional complexity.
- Familiar with Tennessee's political and policymaking environment.
- Collaborative leadership style with experience mentoring and supporting colleagues.
- Self-motivated with a strong work ethic and exceptional attention to detail.
- Ability to flourish in a small team environment and adapt to changing priorities and duties.
- Excellent interpersonal skills and ability to work well as part of a team and across organizations.

Compensation: Competitive salary (\$100,000–\$110,000) commensurate with experience.

Think*Tennessee* offers comprehensive benefits including medical/dental/vision insurance, retirement, paid family leave, and generous paid time off for sick leave, vacation days, and holidays.

Location: This position is based in Nashville, TN. Candidates are expected to either reside in Nashville or be willing to relocate after accepting the position.

Commitment to a Diverse Workplace: Think*Tennessee* is an equal opportunity employer. As an organization focused on moving Tennessee forward, we understand that diverse teams are stronger, more innovative, and more productive. Interested candidates who do not meet all listed criteria should still apply, as our organizational structure focuses on providing opportunities for professional growth.

How to apply: Applicants should submit a resume, cover letter, and a writing sample (policy brief, memo, or similar) via our [online application form](#). Applications will be reviewed on a rolling basis until August 14.