About the Tennessee Higher Education Commission
The Tennessee Higher Education Commission is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. The Director of Fiscal Policy works within the Fiscal Policy division of the Policy, Planning and Research Bureau to establish affordable higher education opportunities for all Tennesseans that result in the successful completion of a high-quality, high-need credential. The Fiscal Policy division is within the Policy, Planning, and Research bureau, which includes the Research and Strategy division. Additional information about THEC may be found at www.tn.gov/thec.

Job Summary and Responsibilities
Over the last ten years, the Tennessee Higher Education Commission has led the nation in implementing innovative higher education finance policies that have proven to enhance access and completion for Tennesseans. Reporting to the Senior Director of Fiscal Policy, the Director of Fiscal Policy primarily supports the development of the annual higher education budget request and effectively articulates that request to various programmatic, institutional, and governmental partners. Secondarily, but equally as important, the Director identifies and recommends new policies and programs, opportunities for process improvement, and general strategic initiatives that will increase access and attainment of an affordable college credential for Tennesseans. The position will also:

- Support the Fiscal Policy division in carrying out the Commission’s policy agenda in alignment with the higher education master plan and the strategic financial plan.
• Develop fiscal policy recommendations for the annual application of the outcomes-based funding formula, state appropriation, and the setting of binding tuition and fee ranges.
• Contribute to the completion of annual reports, including the SREB State-Data Exchange, SHEEO State Higher Education Finance Survey, and THEC Fact Book.
• Design research projects addressing areas of interest important to the Fiscal Policy Division, the Policy, Planning and Research Bureau, and the Commission overall.
• Conduct fiscal policy relevant quantitative and/or qualitative analyses to support innovative programs and policies for achieving the state's policy objectives.
• Present research furthering the state's policy objectives at national/regional academic/policy meetings.
• Provide requested data to internal and external partners in an accurate and timely manner.

Required Experience and Qualifications:
• Excellent presentation, communication, and writing skills; ability to synthesize disparate and comprehensive information into concise and coherent materials.
• Critical thinker and problem solver; goal oriented with strong organizational skills; independent and self-motivated; ability to work well as a collaborative team member.
• Established experience with data management and analysis using statistical software (Stata, R, or related software); desire to continuously learn new skills and methods within these programs to better manage and analyze data.
• Familiarity with data management, data analytic principles, and education fiscal policy perspectives.
• Awareness of and proficiency with national databases, including the Integrated Postsecondary Education Data System (IPEDS) and US Census Bureau American Community Survey (ACS).
• Advanced proficiency with Microsoft Excel; proficiency with statistical software packages, like Stata, and/or data management systems, like SQL Server, preferred.
• Master’s degree required; three additional years of experience as a data/research analyst, preferably specific to higher education finance.
• Preferred experience with federal, state, or postsecondary institution policy in the areas of budgeting, tuition and fee setting, performance funding, or student financial aid.

Anticipated Salary and Benefits:
The starting salary for this position is $65,000-$75,000 and is commensurate with
qualifications. This position offers a competitive benefits package that includes health, dental, life insurance, and paid vacation and holidays.

**How to Apply**
Please submit a cover letter, resume, and contact information for three references on the form found at [https://stateoftennessee.formstack.com/forms/resume_submission](https://stateoftennessee.formstack.com/forms/resume_submission). Your submission materials may be copied and pasted into the form or attached in a .txt format. While electronic submission through the link above is preferred, written submissions may also be sent to:

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