



Job Title:	Vice President of Public Policy (VPPP)		
Area/Unit:	Public Policy		
Reports To:	Kimberly Jones, President	Date:	May 2026
Job Summary:	<p>The Vice President of Public Policy (VPPP) serves as a leading advocate for the students served by the Federal TRIO Programs (TRIO) — ensuring that the needs and experiences of low-income, first-generation students are reflected in all federal policy and funding decisions. The VPPP will work to elevate student voices in conversations around program authorization and appropriations, while collaborating closely with colleagues across the organization to advance shared priorities.</p> <p>This role comes at a pivotal moment for Federal TRIO Programs, which are facing significant policy and funding challenges that threaten their core mission. We are seeking a dynamic and strategic leader to guide our government relations efforts, advocate for the preservation and strengthening of TRIO, and ensure continued access to higher education for low-income and first-generation students nationwide.</p>		
Job Description			
ESSENTIAL DUTIES AND RESPONSIBILITIES:			
Leadership			
<ul style="list-style-type: none"> • In collaboration with the senior leadership of COE, develop, design, communicate, and implement the government relations agenda of the Council and represent Council interests on Capitol Hill and before the U.S. Department of Education, the White House, and other relevant entities. • Represent COE and TRIO programs and students at congressional meetings, briefings, and within education coalitions across Washington, DC. • Supervise the Public Policy Associate and seasonal interns in the assistance of these and other duties. 			
Strategic Planning			
<ul style="list-style-type: none"> • Work closely with president and other executive and senior leaders to implement strategies to ensure achievement of the organization's short- and long-term objectives. • Plan, coordinate, and execute COE’s annual legislative events, including the Policy Seminar, congressional visits during the National Student Leadership Congress, Capitol Hill briefings, etc. 			
Community Engagement			
<ul style="list-style-type: none"> • Keep the TRIO community engaged in the government relations activities throughout the country that affect TRIO programs and personnel through weekly updates and regular field outreach. • Coordinate the response of the TRIO community to congressional and administration activities that affect TRIO programs. 			

- Craft correspondence, reports, and other materials for internal and external audiences, including presentations at state and regional meetings of TRIO personnel, students, and alumni.

Other Duties as Assigned

- Contribute to the overall success of the Council by working on special projects and performing other duties and responsibilities as assigned.

Minimum Qualifications

- Advanced degree in law, public policy, public administration, or related field.
- At least five years of professional experience in government relations, including service in a congressional office, non-profit, or membership organization.
- Intimate understanding of higher education policy, including both the appropriations and authorization processes.
- Excellent writing, editing, and verbal communication skills.
- High energy, maturity, and leadership with the ability to exercise strong judgment and discretion in advocacy matters at both the strategic and tactical levels.
- Creative thinking, intellectual agility, and the ability to generate innovative approaches in a dynamic environment.
- Sincere commitment to working collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters.
- A strong track record as a relationship builder with the flexibility and finesse to "manage by influence."

Preferred Qualifications

- Experience as a Legislative Director, Legislative Counsel, Chief of Staff or Professional Staff Member to a congressional committee.
- Experience directing a multi-faceted policy team.

Knowledge Of:

Government relations; higher education and applicable public policies; legislative process and schedule; federally funded TRIO programs; keen insight, awareness, and sensitivity into matters pertaining to low-income students, first-generation students, students with disabilities, and other underserved student groups; computer database software, spreadsheets, and word processing and the ability to understand integrated computer systems (e.g., Microsoft 365, Asana).

Skill In:

Leadership; relationship building; strong attention to detail; ability to manage multiple competing deadlines and high-stakes projects; creative and strategic thinking; written and verbal interpersonal communication; organizing information and projects to achieve COE's government relations agenda; problem solving; analyzing and interpreting data; adhering to deadlines; taking initiative; proactive outreach.

Ability To:

Work effectively with the president to implement COE's vision around public policy efforts; work independently, and with an entrepreneurial spirit; create and implement new initiatives to achieve COE objectives; balance priorities under time constraints; evaluate programs and analyze data; communicate effectively both orally and in written form, especially as it relates to communications with legislators and government officials; resolve problems; work well under pressure, set priorities, and meet deadlines; travel at least 20% of the time; manage confidential and sensitive information.

Working Conditions:

Position is based in Washington, D.C. This position follows a hybrid schedule, with an expectation of in-office presence at least three days per week. Standard office setting. Repetitive use of keyboard. May require occasional physical activities including lifting and carrying boxes up to 40 lbs. Requires travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops. Ability to travel approximately 20% of the time.

Other requirements:

Demonstrated willingness and experience working collaboratively with various constituents and/or co-workers from a wide range of abilities, backgrounds, and experiences.

Compensation

Salary Range: \$150,000 - \$175,000 annually (commensurate with experience)

Comprehensive benefits package that includes:

- Health Insurance (including dental)
- Term Life and Accidental Death and Dismemberment Insurance
- Long and Short Term Disability Insurance
- Employer Contributions toward COE-sponsored retirement account
- Option to contribute toward an Employee COE-sponsored retirement account
- Option to contribute toward an Employee COE-sponsored flexible spending account
- Paid leave for all federal holidays, the day after Thanksgiving, and December 26 through January 1 for COE's Winter Break.

To apply, click [here](#) or visit:

<https://form.asana.com/?k=ycdNy56jUwqcQWtUGF4xpg&d=755215894757064>

No phone calls please.

The Council considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, disability, marital, political or veteran status, sexual orientation or any other legally protected status.