



## **JOB ANNOUNCEMENT**

### **SENIOR ECONOMIC AND FISCAL POLICY ANALYST**

The Economic Progress Institute is hiring a senior economic and fiscal policy analyst to engage in research, analysis and advocacy on state fiscal policies related to taxes, budgets and economic development.

The Institute is a non-partisan, non-profit research and advocacy organization that works to improve economic security and opportunity for all Rhode Islanders. Our mission includes ensuring that tax and budget policies are fair and adequate to fund public services, with a particular emphasis on improving the economic security of and opportunities for low- and modest-income Rhode Islanders. To see our current Strategic Plan and logic model see:

[www.economicprogressri.org/strategicplan](http://www.economicprogressri.org/strategicplan)

The individual hired for this position will help the Institute shape budget and policy outcomes to ensure that prosperity is shared by all Rhode islanders. The analyst will help the Institute's team guarantee that the public debate over state fiscal issues is comprehensive and robust.

The position requires strong analytic skills, self-motivation and the ability to communicate effectively with a variety of target audiences, including policymakers, the media, and community-based organizations (CBOs) and their members. These CBOs include organizations advocating for the basic needs of residents, the effective and efficient delivery of human services, and public policy issues that are important to the state's economic and workforce development strategies.

### **RESPONSIBILITIES**

- Lead research and advocacy on state and federal tax, budget and economic development work.
- Work with Executive and Policy Directors to develop and implement goals for fiscal and economic policy research and analysis and develop and advance advocacy priorities.
- Plan, direct, manage and conduct all economic and fiscal research, analysis and advocacy including issues related to state and federal fiscal policy, family economic security, and state and regional economic growth. Such work will help the Institute pursue a research and policy agenda and strategies that advance inclusive economic growth, long-term investments in family friendly workplace policies and structural changes promoting efficiency, sustainability, transparency and accountability.



- Monitor, analyze and write on budget proposals, tax proposals, , family economic security proposals, economic development plans and other relevant topics.
- Present policy and research information to a variety of audiences, including policymakers, lawmakers, philanthropy, academic thought partners, news media and community partners.
- Lead and facilitate Revenue Roundtable coalition meetings with community partners.
- Develop relationships with policymakers and legislators and prepare and present testimony before legislative and administrative hearings.
- Work with national organizations to advance progressive policy at both state and national levels.
- Assist with research needs of other staff to support their work.
- Respond to requests for information and technical assistance from policymakers, the media, and community partners.
- Attend conferences and other meetings of interest to The Institute.
- Essential duties are predominately intellectual in character and include work requiring the consistent exercise of discretion and judgment.
- The senior fiscal analyst will report to the Executive Director. The position is an in-office (not remote) position and is based in Providence, RI.

## **REQUIRED QUALIFICATIONS**

- A commitment to economic and social justice and the mission of The Institute.
- Advanced degree in public policy or finance, economics, law, or related field.
- At least 5 years of experience in policy analysis and familiarity with state and federal data sources, state budget processes, state and federal tax law and state legislative process.
- Strong quantitative and analytical skills, including a working knowledge of PC-based word processing, spreadsheet and statistical software; ability to generate charts and graphs that are informative and interesting.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to a range of audiences both in writing and orally and to work collegially with the Institute's staff to produce finished products that reflect a consistent style and tone.
- Demonstrated ability to work both independently and as part of a team; prioritize and manage multiple tasks; and complete assigned projects under time constraints.

- The capacity to develop and to maintain collaborative relationships with individuals and organizations interested in fiscal and economic policy, including elected officials and their staff, journalists, community based organizations, and coalitions.

Successful candidate must have demonstrated commitment to social justice and equitable opportunity for all Rhode Islanders, a flexible mindset, ability to think strategically, ability to work on multiple tasks in a time sensitive manner, comfort collaborating with diverse groups internally and externally, self-motivation, attention to detail, strong project management skills and a commitment to credible and independent analysis.

**Salary:** This is a full-time, salaried position. Salary range between \$75,000 - \$85,000. Excellent benefit package. Generous vacation and holiday schedules.

**To apply:** Please send an email with subject line: “Economic Progress Senior Fiscal Policy Analyst” to [jobs@economicprogressri.org](mailto:jobs@economicprogressri.org). Attach your cover letter, resume or curricula vitae, a writing sample and 2 references (with contact information).

**Deadline:** Thursday, January 31, 2019 or until position is filled. No phone inquiries please.

*The Institute is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, disability, sexual orientation, religion, national origin or any other basis. People of color and persons with disabilities are encouraged to apply.*