



Position Announcement: Senior Fiscal Policy Analyst

The Montana Budget and Policy Center is dedicated to advancing responsible tax, budget and economy policies through credible research and analysis in order to promote opportunity and fairness for all Montanans. Since its founding in 2008, MBPC has become a trusted resource for information on important fiscal debates that will shape Montanans' future.

MPBC, headquartered in Helena, is seeking a new highly-qualified Senior Fiscal Policy Analyst to lead the organization's research and analysis of fiscal policies.

Position Duties and Responsibilities

The Senior Fiscal Policy Analyst will report directly to the Co-Director of Research and Development and will serve as the chief researcher on MBPC's work on tax and fiscal policy and assist with research in other focus areas, determined by the organization's leadership, priority policy agenda, and grant requirements. The Senior Analyst will provide key findings and develop related policy recommendations, policy briefs, fact sheets, reports, presentations, and papers. The Senior Analyst will serve as the chief presenter of MBPC's fiscal work and facilitate relationships with key partners in these policy areas.

Core Competencies:

- Knowledge of tax policy principles;
- Competency in designing methods for research and analysis;
- Ability to effectively communicate research findings to various audiences;
- Ability to build and maintain positive relationships with partners of the organization;
- Knowledge of current trends in research and public policy that affect the health and well-being of low-income families;
- Ability to develop policy briefs and reports in a timely manner; and
- Ability to work collaboratively with staff and external partners.

Specific Responsibilities will include:

- 1. Support of the organization.** Contribute to the overall sustainability of MBPC through:
 - Support of vision, mission, and core values;
 - Efficiency through meeting deadlines, following through on assignments, showing initiative, and taking direction;
 - Teamwork through effective interpersonal communication with colleagues and co-workers; and
 - Representation of the organization and its work with staff and stakeholders alike in a positive, professional and non-partisan manner.
- 2. In-Depth Research and Analysis.** Under direction of MBPC Co-Directors, the Senior Analyst will:
 - Follow the organization's established processes to conduct research and analysis that align with the organization's priority policy agenda as determined by leadership;
 - Produce findings and develop reports within timelines as required by grants, and as requested by stakeholders and leadership; and
 - Keep current on trends in research and public policy that affect the health and well-being of Montana families.

3. Public and Community Relations. The Senior Analyst will serve as a liaison to partners and other collaborative groups as determined by leadership. The Senior Analyst will:

- Build and maintain positive relationships;
- Attend meetings on MBPC's behalf;
- Present policy and research information to a variety of audiences, including partners, policymakers, and media;
- Communicate and represent the organization in a non-partisan manner; and
- Provide other timely information and communication as requested by partners.

4. Other duties will include:

- Assisting the Co-Directors in report writing, grant development/writing, and fund development in coordination with leadership; and
- Present findings to the MBPC board of directors as requested by the Co-Directors.

Qualifications

A successful candidate will have the following experiences, qualifications, and expertise:

- A commitment to MBPC's mission;
- A graduate degree in public policy, economics, or related research field;
- Five or more years of research or analytical work on fiscal and economic policy issues;
- Demonstrated capacity for communication with decision makers and collaboration with stakeholders, including the ability to communicate respectfully with diverse people of varied economic, racial, ethnic, religious, and sexual orientations;
- Excellent written and oral communication skills, including the ability to communicate complex or technical information clearly to a range of audiences both in writing and through public speaking;
- Background leading highly qualified professional staff;
- An ability to think strategically and create a collaborative working environment;
- A demonstrated commitment to social and economic justice;
- An understanding of Montana's political and policy environment;
- A sense of humor;
- Knowledge of the legislative and budget process in Montana preferred; and
- A commitment to excellence.

MBPC offers a competitive salary, commensurate with experience, and a benefits package that includes health, dental, vision, and matched retirement. The ideal candidate will work full time and be based in Helena. However, a truly outstanding candidate who is based elsewhere in Montana will be considered.

To Apply: Send an email with attached resume and separate cover letter explaining your interest in and qualifications for the position to: Heather O'Loughlin, Co-Director, Montana Budget and Policy Center, houloughlin@montanabudget.org.

Applications will be considered until the position is filled. However, candidates are encouraged to apply by August 23, 2018 in order to be considered for the first round of interviews. Finalists will be asked to submit a writing sample and references.

MBPC is a 501(c)(3) nonprofit organization and an equal opportunity employer. Women, people of color, persons with disabilities, and members of the LGBT community are encouraged to apply.