



## POSITION ANNOUNCEMENT

# State-Tribal Policy Analyst

*April 2021*

The Montana Budget & Policy Center (MBPC) seeks a full-time State-Tribal Policy Analyst to support our efforts to advance a policy agenda that works for tribal communities, primarily by performing research and analysis of state budget and policy decisions and conducting outreach to stakeholders in tribal communities.

The ideal candidate (they) will be self-directed, detail-oriented, solutions-oriented, proactive, and curious. They excel at researching, writing, and building relationships and are committed to advancing indigenous justice, tribal sovereignty, and access to opportunity for tribal communities in Montana.

## About MBPC

Founded in 2008, MBPC's mission is to advance responsible tax, budget, and economic policies through credible research and analysis to promote opportunity and fairness for all Montanans.

Since 2011, MBPC has dedicated a focus of its efforts to advancing state budget decisions and policies that honor tribal sovereignty, invest in tribal communities, and promote equity and opportunity for Montanans who are American Indian. We aim to inform policymakers on how state tax and budget choices can strengthen our state by strengthening Indian Country. MBPC works to align our policy and research agendas with community priorities by building relationships with tribal leaders, advocates, organizations, and partners.

## Duties and Responsibilities

The State-Tribal Policy Analyst will report to the Deputy Director, Equity Policy and Programs. Specific responsibilities may include, but are not limited to:

- Research and analyze state budget decisions and policies that impact tribal communities and translate findings into digestible reports and materials for various stakeholders to use. Share research through occasional presentations.
- Build and maintain relationships with stakeholders, including, but not limited to, tribal leaders, tribal health leaders, MBPC's State-Tribal Advisory Council, and various coalitions. Meet with stakeholders in person when it is safe and appropriate.
- Track legislation during the legislative session and keep relevant stakeholders updated on the status of identified legislation, provide testimony on bills relevant to MBPC's State-Tribal Policy work, and provide members of the American Indian Caucus of the Montana Legislature with general support.
- Play an active role in MBPC's efforts to advance racial equity and dismantle white supremacy across various facets of the organization's work. Examples of how this may look include 1) incorporating historical context, disaggregated data, and community priorities in research reports and 2) participating in organizational learning opportunities.
- Represent MBPC on coalitions. Participate in conversations and networks across the state to share, learn, and advance a policy agenda that works for tribal communities.

## Qualifications

To be successful in this job, the candidate will possess the following skills and qualifications:

- At least two years of relevant higher education experience and at least two years of relevant work experience. A bachelor's degree in a relevant field may substitute.
- A commitment to social justice, racial equity, and tribal sovereignty.
- A desire to develop a policy and research agenda that reflects tribal community priorities within a state policy context.
- Experience working with indigenous communities and organizations.
- Strong written and oral communication skills, with the ability to translate complex topics for various audiences and synthesize data and research into clear, compelling arguments.
- Capacity to build and maintain relationships with various constituents, including tribal leaders, advocates, and legislators.
- An eagerness to develop or deepen an understanding of state budget decisions and tax and economic policies and how they have disparate impacts.
- Knowledge of how state policies impact tribal communities.
- Comfort working both independently and collaboratively.
- A willingness to ask clarifying questions and learn from feedback.
- A proactive, solutions-oriented approach to work.
- Ability to prioritize, multi-task, and work at a high capacity to meet deadlines.
- Proficiency in Microsoft Office programs and with internet research.
- Ability and openness to travel within Montana roughly 10 percent of the time. Additional travel to Helena may be necessary during the legislative session.

The following qualifications are a plus:

- An advanced degree.
- Knowledge of federal Indian law and policy.
- Experience working for or with advocates, legislatures, or government entities.
- Quantitative analysis skills, including experience using Excel and analyzing data.
- Experience with state fiscal policy.

## Position Details

The ideal candidate will work full-time from Helena or Missoula, although location is flexible while we remain teleworking due to the pandemic. MBPC will consider candidates based elsewhere in Montana.

The starting salary range for this position begins at \$50,000, with exact salary depending on experience. MBPC also provides competitive benefits packages within the nonprofit sector, including health, retirement, and leave benefits.

## To Apply

To apply, submit a resume and one-page cover letter to Preston Parish (he/him/his) at [pparish@montanabudget.org](mailto:pparish@montanabudget.org). Submit your application in PDF or Word document format as one file named with your first and last name (for example: Preston\_Parish.pdf). Please make the subject of your email "Application for State-Tribal Policy Analyst."

The position is open until filled. Application review will begin on May 17.

*MBPC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, gender identity, religious or political affiliation, disability, and any other classification considered discriminatory under applicable law.*