



Position Announcement

Senior Policy Analyst or Policy Analyst

Montana Budget & Policy Center (MBPC) is seeking a **Senior Policy Analyst** or **Policy Analyst** (depending on experience) to lead the organization's efforts in researching and developing policy solutions related to key policy areas. MBPC is particularly interested in applicants who have experience with **health policy or criminal legal policy work**. This is an exciting opportunity for someone with experience to help advance the organization's work in one of these areas, or for someone with less experience to begin working in this field. The portfolio also includes MBPC's work monitoring state budget trends impacting Montanans with low incomes, assisting organizational leadership in executing MBPC's advocacy and legislative agenda, and efforts to address racial and gender inequities. An additional focus of this position includes working with coalition partners and deepening relationships in impacted communities to inform policy objectives. The Senior Policy Analyst/Policy Analyst reports directly to the Director of Research.

MBPC is dedicated to advancing responsible tax, budget, and economic policies through credible research and analysis to promote opportunity and fairness for all Montanans. Since its founding in 2008, MBPC has been a trusted resource for information on critical fiscal debates shaping Montanans' future.

Position Duties and Responsibilities

Research and Policy Work

- Develop and manage a portfolio of research in either health policy or criminal legal policy, including monitoring and analyzing relevant state and federal policy.
- Develop and write a variety of external deliverables, including reports, briefing documents, blogs, fact sheets, legislative testimony, and data visualizations, focusing on synthesizing technical information into relatable, simple materials.
- Participate in coalition spaces, serve as a point person for the policy portfolio for state partners, and act as liaison to national partner organizations.
- Provide public education, including briefings, serving on panels, and delivering presentations in various venues.
- Conduct outreach to experts and community members with lived experiences to ensure that research and policy work align with the best practices and priorities of those most impacted.

Research Strategy, Vision, and Leadership (Senior Policy Analyst Only)

- In partnership with organizational leadership, develop a vision and strategic goals for advancing health policy or criminal legal policy in the state.
- Identify, research, and develop public policy solutions that fill gaps in the policy area, including strategies for MBPC to engage in different advocacy strategies.
- In coordination with the Director of Research, support the development of key relationships with an array of stakeholders, including elected officials, state legislative and executive branch staff, journalists, and partner organizations.
- Serve as the lead staff member in coalition spaces related to public policy and research topics, representing the organization.

Qualifications

- A demonstrated commitment to social, economic, and racial justice.
- A willingness to engage in anti-racism efforts, both internally and externally.
- Strong written and oral communication skills, including the ability to clearly communicate complex or technical information to a range of audiences, both in writing and through public speaking.
- Excellent research skills, including the ability to complete basic data analysis.
- Strong interpersonal skills to build relationships and work effectively with diverse audiences and constituencies.
- Highly developed attention to detail.
- Organized and able to work independently.
- An ability to think strategically and work in a collaborative working environment.
- Fluency in the Microsoft Office Suite (especially Excel).
- A college degree in a relevant field is preferred. Work experience may substitute for educational requirements.

Senior Policy Analyst Only

- Extensive knowledge of either health policy, criminal legal policy, or other relevant policy area.
- Experience with state or federal policymaking process, including experience with the state legislative process, preferred.
- A college degree plus at least five years of relevant work experience in research, policy, organizing, and/or advocacy. Work experience in a relevant field may substitute for educational requirements.

Position Details

The ideal candidate will work full-time and be based in Helena. Highly qualified candidates based in other locations in Montana will be considered. Applicants must have the ability to be in Helena for biennial legislative sessions.

The salary range for a Policy Analyst is \$50,000 – \$57,000 and for a Senior Policy Analyst is \$60,000 - \$67,000, commensurate with experience. MBPC offers excellent benefits, including health insurance, dental insurance, flex funds, retirement, and generous paid vacation, sick leave, holidays, sabbatical, and paid family and medical leave.

To Apply:

To apply, submit a cover letter and resume by email to Heather O'Loughlin, Executive Director, at holoughlin@montanabudget.org.

The position is open until filled. Initial application review will include all applications received by **September 30, 2025** (updated).

If you're excited about this role but your experience doesn't align perfectly with every qualification in the description, we still encourage you to apply. We strongly encourage applicants with lived experience and from underrepresented identities, including but not limited to people of all ethnic/racial backgrounds, people of all gender identities/gender expressions, people with disabilities, individuals living on low-incomes, and LGBTQ+ persons.