

## **Georgia Budget & Policy Institute (GBPI)**

### **Position Title: Senior Policy Analyst**

November 2017

The Georgia Budget & Policy Institute (GBPI) is seeking a Senior Policy Analyst to lead our ongoing economic mobility and anti-poverty agenda. Too many Georgia families struggle to put food on the table, keep a roof overhead during tough times or access child care so they can work. Sustained support for crucial safety net programs paired with targeted investments in job training, asset-building and other levels of upward mobility can help strengthen families in the short-run and build a stronger state economy down the road.

The successful candidate will help GBPI promote policies and partnerships that provide parents with more opportunities to advance and children with a better environment to thrive. Areas of research and advocacy focus could include but are not limited to workforce development, child care, food assistance, affordable housing, wage and benefits policy, temporary cash aid and adult education. The portfolio also includes GBPI's multiyear initiative to help close the gender gap by expanding economic and wealth-building opportunities for Georgia women.

**Organization Overview:** The Georgia Budget and Policy Institute is building a more inclusive economy where every Georgian has a chance at a decent job to raise a family, can go to a doctor when they get sick and attend great public schools and universities. We examine the state's budget, taxes and public policies to provide thoughtful analysis and responsible solutions. We are an independent, nonprofit organization founded in 2004 and a trusted source of nonpartisan information for Georgia policymakers, partners and the public.

Policy analysts are valued members of GBPI's team with responsibility to help develop GBPI's strategic agenda, author innovative policy reports, advocate for solutions at the General Assembly and engage almost daily with state, local and national partners.

#### **Duties and Responsibilities**

- Research and author policy reports that assess current trends and conditions and develop policy options for Georgia policymakers and state and local advocacy groups
- Analyze executive and legislative budget and policy proposals as they work through the appropriations and legislative process, and work with legislators and advocates to propose alternatives when needed
- Help disseminate GBPI's policy analysis and recommendations by authoring blogs, op-eds and other materials
- Serve as a go-to statewide expert on economic mobility and anti-poverty programs and a trusted source of nonpartisan information for partners and the media, providing technical assistance when requested
- Deliver presentations to partner organizations and at local community events, as well as oral testimony at state legislative hearings
- Facilitate and maintain relationships with policymakers, legislative staff, state agencies and state-based and national partner organizations
- Maintain and further expand GBPI's ecosystem of partners in the field by working with strategic partners and stakeholders and building relationships among existing and new advocates
- Represent GBPI on designated coalitions and committees and at relevant events

**Preferred Qualifications**

- Any combination of training and experience equivalent to a master's degree in public policy, public administration, government, political science or related field
- At least three years of experience in public policy research and analysis or related field
- Working knowledge of key state and national trends in poverty, opportunity, equity and economic mobility
- Some experience working with policymakers, advocates and other constituencies to develop policy options and strategies to achieve desired change
- Excellent research skills, including proficiency in Excel, familiarity with relevant national and/or state and local data sets, and the ability to assess and troubleshoot analytical approaches
- Strong written and verbal communication skills, including the ability to write across a number of formats including policy reports, legislative testimony, public presentations, blogs and op-eds
- Familiarity with STATA, SPSS or alternative statistical analysis tool a plus but not required. Familiarity with GIS or alternative data visualization tools also a plus but not required
- Ability to travel to conferences, community meetings and speaking engagements across Georgia (1-2 times per month) and nationally (2-4 times per year)

**Preferred Qualities**

- Strong commitment to both racial equity and gender parity
- Political savvy and strong interpersonal skills to network and build relationships with diverse audiences
- Ability to work effectively under time pressure, ability to work well as part of a small team
- Able to clearly and concisely express yourself to different audiences
- Clear demonstration of being both a team player and a self-starter, including exceptional organization and time management skills; a demonstrated ability to design a work plan, prioritize and meet goals
- Grace under pressure and a good sense of humor
- Focused and flexible: Sometimes you'll work from the office, sometimes during nontraditional hours, and sometimes from home; no matter where it is, the job gets done

**Compensation:** Salary range upper \$50s to upper \$60s depending on experience; excellent benefits including health insurance, dental and vision care, life and long-term disability insurance, retirement and generous vacation leave, sick leave and holiday schedules.

**To apply:** Please submit a cover letter and resume to [wtharpe@gbpi.org](mailto:wtharpe@gbpi.org) with 'Senior Policy Analyst' in the title line. No calls, please.

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