



JOB ANNOUNCEMENT
POLICY ANALYST
December 19, 2018

The New Hampshire Fiscal Policy Institute (NHFPI) seeks to hire a Policy Analyst to expand the organization's research capacity and contribute to its efforts to inform and to shape public policy debates in New Hampshire.

OVERVIEW

Founded in 2009, the New Hampshire Fiscal Policy Institute (NHFPI) is an independent, non-profit, non-partisan organization dedicated to exploring, developing, and promoting public policies that foster economic opportunity and prosperity for all New Hampshire residents, with an emphasis on low- and moderate-income families and individuals. Since its founding, NHFPI has established itself as a valuable source of independent research and information on state policy and economic issues, and the primary source for in-depth state fiscal policy analysis. NHFPI is seeking to expand its capacity to produce additional research and analysis to inform public policy debates in New Hampshire.

The Policy Analyst will produce accessible, timely, and reliable research on a range of fiscal, health, and economic policy issues affecting low- and moderate-income families in the Granite State and will help develop policy proposals and options for enhancing their economic security. The Policy Analyst will seek to ensure that such research and recommendations reach a wide variety of audiences.

The Policy Analyst position is full time and reports directly to the Executive Director. The position is based in Concord, New Hampshire.

RESPONSIBILITIES

The Policy Analyst's chief responsibilities will include:

- Conduct research and author publications on fiscal, health, and economic policy and family economic security in New Hampshire, as well as analyses of the state budget and legislative proposals, with a particular focus on topics that pertain to low- and moderate-income families and individuals;
- Communicate and promote the organization's research findings, including through appearances before New Hampshire legislative committees, presentations at conferences, meetings, and events, and interviews with the media;
- Monitor the status of state and federal legislation relevant to NHFPI's mission, track events and developments with consequences for the state budget and for low- and

moderate-income residents, and stay abreast of the latest local and national analysis and research on fiscal, health, and economic policy;

- Respond to requests for information and technical assistance from policymakers, the press, and the staff of nonprofit, research, and advocacy organizations in the state;
- Collaborate with state-based partner organizations and institutions to develop, explain, and advance measures to enhance economic security, to improve public health, and to bolster the state's long-term fiscal outlook;
- Collaborate with national partners and organizations in other states on fiscal, health, and economic policy research, and exchange information on best practices in other states and at the federal level;
- Compile data on state and local expenditures, program caseloads, economic and demographic trends, and other topics related to NHFPI's areas of focus;
- Attend conferences and meetings on matters of interest to the organization; and
- Assist colleagues with other projects when needed.

QUALIFICATIONS

The ideal candidate for the Policy Analyst position will possess:

- A degree in public policy, economics, health policy or public health, finance, law, or a related field (advanced degree preferred);
- Excellent communication skills, including the ability to convey technical information clearly to a range of audiences, both in writing and through public speaking;
- Prior experience in policy analysis and research, including familiarity with local, state, and federal data sources;
- Significant knowledge of health policy, economic security policy, and federal and state programs aimed at supporting residents with low-incomes or other challenges to their success or prosperity;
- Knowledge of state revenue policy as well as legislative and budget processes, particularly in New Hampshire;
- Strong quantitative and analytical skills, including a working knowledge of PC-based word processing, spreadsheet, and statistical software;
- Rigorous attention to detail and accuracy in all work and the ability to connect technical points with broader concepts;
- Experience with digital visual communication tools (or interest in learning);
- The ability to work both independently and as part of a team, to prioritize and manage multiple tasks, and to complete assigned projects under time constraints;
- The capacity to develop and to maintain collaborative relationships with the array of stakeholders interested in public policy in New Hampshire, including elected officials, state legislative and executive branch staff, journalists, the staff of other policy organizations, and the general public; and
- A strong commitment to social and economic justice and to NHFPI's mission.

COMPENSATION

The salary range for this position is \$52,000–\$65,000 per year based on experience and qualifications. NHFPI offers a competitive benefits package, including employer-provided health insurance, generous retirement benefits, and paid vacation.

APPLICATION

Applicants should submit a cover letter, resume, and two samples of written work via this link: <https://workable.com/j/C2F6CB3A54>. Writing samples should demonstrate the applicant's experience with policy analysis and/or knowledge of topic areas associated with this position as well as the ability to clearly convey information in a compelling manner. Only applicants with technical questions regarding the application process via the submission portal should send email to employment@nhfpi.org with the subject line "Policy Analyst Search Question." No other emails, phone calls, or letters please.

Application Deadline: Applications must be submitted by Thursday, January 17, 2019, for full consideration. Review begins immediately. All applications will be accepted in confidence.

The New Hampshire Fiscal Policy Institute is fully committed to cultural diversity and equal employment opportunity. We encourage applications from persons whose background and experiences will increase the diversity of our organization.