



JOB ANNOUNCEMENT
POLICY ANALYST
May 28, 2019

The New Hampshire Fiscal Policy Institute is hiring a Policy Analyst to expand the organization's research capacity and contribute to its efforts to inform and 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 an established and growing organization dedicated to improving public policy that supports the health, well-being, and economic security of low- and moderate-income residents, including families, children, and vulnerable populations. NHFPI is currently expanding its team to include a second Policy Analyst to support the organization's work in the areas of health and economic security and to better inform public policy discussions in New Hampshire.

The Policy Analyst will produce accessible, timely, and reliable research on health, economic security, and other policies affecting low- and moderate-income residents and families in the Granite State. This position requires strong analytical skills, exceptional writing skills, and the ability to communicate effectively with diverse audiences. The Policy Analyst will produce a range of publications and materials, including reports, fact sheets, blog posts, data snapshots, presentations, and other communications designed to inform and enhance public policy conversations. The Policy Analyst will help develop policy proposals and options for enhancing economic security of residents, and will seek to ensure that such research and recommendations reach a wide variety of audiences. The ideal candidate has a strong passion for policies and strategies designed to reduce poverty and build equitable opportunity for all Granite Staters.

The Policy Analyst position is full time and reports to the Executive Director. The position is based in Concord, New Hampshire. NHFPI's office is located in the heart of downtown Concord, in close proximity to the State House and near many of the state's cultural and natural amenities.

RESPONSIBILITIES

The Policy Analyst's chief responsibilities include:

- Conduct research and author reports and publications on health policy, economic policy, family economic security, and related policy areas, as well as analyses of the state budget and legislative proposals, with a focus on topics that pertain to low- and moderate-income families and individuals;
- Produce short articles, fact sheets, blog posts, and data snapshots designed to readily engage a broad audience in policy issues;
- 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 health, economic, and fiscal 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;
- Develop and maintain collaborative relationships with an array of stakeholders focused on 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;
- 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 with other organizational projects as needed.

QUALIFICATIONS

The ideal candidate for the Policy Analyst position will possess:

- A degree in public policy, economics, health policy, public health, finance, law, or a related field (advanced degree preferred);
- Excellent writing and oral communication skills, including the ability to write in a clear and compelling way and the ability to convey complex or technical information to a range of audiences;
- Prior experience in policy analysis and/or research, including familiarity with local, state, and federal data sources;

- Knowledge of health policy, economic security policy, and/or federal and state programs aimed at supporting residents with low-incomes or assisting with challenges to their success or prosperity;
- 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;
- Comfort with technology and experience with, or aptitude for learning, online mapping and other digital visual communication tools;
- 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;
- Strong interpersonal communication skills, and ability to convey information effectively across different perspectives and maintain positive working relationships;
- An understanding of the role that racial and other inequities play in our society and institutions and a passion for policies and strategies that reduce inequities and build opportunity for all; 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/0BD080E2CD>. 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 via the online portal by Friday, June 14, 2019, for full consideration. Applications will be reviewed as they are received. All applications will be accepted in confidence.

The New Hampshire Fiscal Policy Institute is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, disability, sexual orientation, religion, national origin or any other basis. NHFPI is fully committed to cultural diversity and encourages candidates with diverse backgrounds and experiences to apply.