



POSITION ANNOUNCEMENT

Policy Analyst

March 25, 2022

The New Hampshire Fiscal Policy Institute is hiring a Policy Analyst to support 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. NHFPI is highly regarded as a valuable source of independent research and information on state policy and economic issues. 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 historically disadvantaged and underserved populations.

The Policy Analyst will produce accessible, timely, and reliable research on a range of topics, including health, economic security, and other policy areas 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 resources designed to inform and enhance public policy conversations. The Policy Analyst will help develop policy options for enhancing the economic security of residents, and will seek to ensure that such research and recommendations are accessible to 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.

NHFPI's offices are located in the heart of downtown Concord, across the street from the State House and near many of the state's natural and cultural amenities. NHFPI offers a hybrid work model featuring a mix of in-office and remote work.

The Policy Analyst position is full time and reports to the Executive Director. The work completed by the Policy Analyst will be overseen by the senior policy staff and will be conducted with additional collaboration and support from the organization's communications team.

RESPONSIBILITIES

The Policy Analyst's primary responsibilities include:

- Conduct research and analysis on economic policy, fiscal policy, health 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 individuals and families;
- Produce reports, fact sheets, blog posts, and data snapshots designed to inform and engage a broad audience on policy topics;
- Communicate and promote the organization's research findings, including through appearances before New Hampshire legislative committees, presentations at conferences, meetings and convenings, webinars, and in-person events, as well as in interviews with news reporters and media organizations;
- 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 enhance economic security, improve public health, and bolster the state's long-term fiscal outlook;
- Develop and maintain positive 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;
- Compile data on state and local expenditures, program caseloads, economic and demographic trends, and other topics related to NHFPI's areas of focus;
- Interact 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;
- 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:

- Excellent written and oral communication skills, including the ability to write in a clear and compelling manner and the ability to convey complex or technical information to a range of audiences;
- Strong quantitative and analytical skills, including a working knowledge of PC-based word processing, spreadsheet, and statistical software;
- A Master's or other advanced degree in public policy, economics, health policy, public health, finance, law, or a related field, or a Bachelor's degree with additional related work experience;
- Knowledge of health policy, economic security policy, fiscal policy, and/or federal and state programs aimed at supporting residents with low-incomes;
- Prior experience in policy analysis and/or research, including familiarity with local, state, and federal data sources;

- Strong interpersonal communication skills, and an ability to convey information effectively across different perspectives and maintain positive working relationships;
- Rigorous attention to detail and accuracy in all work;
- Experience with, or aptitude for learning, key technologies and software packages including 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;
- A strong commitment to social and economic justice and to NHFPI's mission.

COMPENSATION

The salary range for this full-time position is \$50,000–\$65,000 annually based on experience and qualifications. NHFPI offers a competitive benefits package, including employer-provided health insurance, generous retirement benefits, and paid vacation, including state and federal holidays.

APPLICATION

Applicants should submit a resume, cover letter, and two writing samples, all provided in PDF format, via email to employment@nhfpi.org, with the subject line "Policy Analyst." Writing samples should demonstrate the applicant's experience with research and policy analysis and/or knowledge of topic areas associated with this position, as well as the ability to convey information in a clear and compelling manner.

Applications will be reviewed as they are received and must include all required documents for full consideration for this position. **Candidates are strongly encouraged to apply by Friday, April 22, 2022.** Initial interviews will commence the week of April 25. All applications will be accepted in confidence. No phone calls please. Position will remain open until filled.

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 diversity, equity, and inclusion, and encourages candidates with diverse backgrounds and experiences to apply for this position.