



Policy Analyst/Senior Policy Analyst

October 26, 2023

SUMMARY

The New Hampshire Fiscal Policy Institute (NHFPI) is seeking a Policy Analyst/Senior Policy Analyst to work on policy issues that affect the economic well-being and financial security of low- and moderate-income Granite Staters. NHFPI is looking to expand the organization's research capacity, and the successful candidate will help inform and shape the public policy dialogue in New Hampshire. Possessing strong writing and research skills as well as a deep, ongoing interest in public policy, the successful candidate will be able to communicate effectively with a range of external audiences and contribute to our healthy internal team culture.

NHFPI Policy Analysts, with the support of a dynamic and collaborative team, produce informative research on a range of topics, including economic, fiscal, tax, poverty, health, education funding, energy, and other policy areas, as well as analysis of the state's economy overall and family economic security. At the Policy Analyst level, the successful candidate will be able to build and maintain relationships outside of NHFPI and to effectively inform the public and news media about related policy issues. At the Senior Analyst level, the successful candidate will join NHFPI with robust knowledge of one or more of NHFPI's key policy research areas and a proven record of producing quality information that is accessible to a wide variety of stakeholders. The Senior Policy Analyst would also provide leadership for research and analytical efforts, in coordination with the other Senior Policy Analyst(s), in the Research Director's absence, including some responsibility for overseeing more junior policy staff.

The Policy Analyst/Senior Policy Analyst position is full-time and reports to the Research Director. All published work will be conducted with additional collaboration and support from the organization's communications team and the Executive Director.

RESPONSIBILITIES

The Policy Analyst's primary responsibilities include:

- Conduct research and analysis on key policy areas (economic, fiscal, tax, health, poverty and economic security, education funding, energy, and related areas);
- Communicate research products in a clear compelling way through reports, fact sheets, blog posts, public presentations, and other data products;
- Monitor policy issues and emerging trends by tracking national and state policy proposals;
- Represent NHFPI in meetings and public presentations, sharing information and NHFPI analysis in an accurate and professional manner;
- Help foster and maintain a welcoming and inclusive environment for all individuals; and
- Assist with other organization projects as needed.

In addition to the duties of the Policy Analyst, the Senior Policy Analyst's primary responsibilities include:

- Provide timely responses to requests for information and technical assistance from policymakers, news media, and members of the public as warranted;
- 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; and
- Help provide oversight and direction, in collaboration with the Executive Director and other Senior Policy Analyst(s), to the research team in the absence of the Research Director.

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;
- Rigorous attention to detail and accuracy in all work, including under time constraints;
- Strong quantitative and analytical skills, including familiarity with key statistical concepts;
- A Bachelor's or Master's degree in public policy, economics, health policy, public health, finance, law, or a related field, with additional work or research experience preferred; and
- A strong belief in the value of accurate and insightful information to enhance public policy outcomes, particularly to empower underserved Granite Staters, and a commitment to NHFPI's mission.

In addition to the ideal attributes of a Policy Analyst candidate, an ideal Senior Policy Analyst candidate would have:

- At least three years of work experience with a proven record of producing quality information that is accessible to a wide variety of stakeholders;
- Knowledge of, and/or prior work experience with, New Hampshire government institutions, economic conditions, and policy; and
- Significant experience using key statistical concepts and data analysis software.

COMPENSATION & BENEFITS

The salary range for the full-time Policy Analyst position is \$52,000 to \$62,000 annually, based on experience and qualifications. The salary range for the Senior Policy Analyst position is \$62,000 to \$72,000, depending on experience and qualifications. NHFPI offers a competitive benefits package, including employer-provided health insurance and dental coverage (NHFPI pays 85% of the premiums), a 5% retirement contribution match, and generous vacation, sick, and volunteer leave time, in addition to federal holidays.

COMMITMENT TO DIVERSITY AND INCLUSION

NHFPI is an Equal Opportunity Employer. We value a diverse team and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status. We provide a collegial work environment, with flexibility (subject to job requirements) and employee benefits designed to assist with personal needs and circumstances.

ABOUT NHFPI

Founded in 2009, 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 in the state as the leading nonpartisan source of independent research and information on state policy and economic issues.

With an Executive Director who joined the team last year and a recently-hired Senior Policy Analyst, bringing a wide array of experiences and paired with other longstanding staff, it is an exciting time to work at NHFPI, which aims to expand capacity and provide more information to policymakers, journalists, and the public in the coming years. NHFPI is dedicated to researching and 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.

NHFPI's office is located in the heart of downtown Concord, across the street from the State House and near many of New Hampshire's natural and cultural amenities. While in-office work is required regularly, NHFPI offers a hybrid work model featuring a mix of in-office and remote work.

HOW TO APPLY

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/Senior 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 Monday, November 27, 2023.** Initial phone interviews are slated to commence by November 30. All applications will be accepted in confidence. The position will remain open until filled. The position's start date is negotiable.