Title: Policy Analyst – Fiscal & Economics

Status: Exempt

Reports to: Research & Policy Fellow – Fiscal & Economics, works closely with Chief of Staff

General Functions: Connecticut Voices for Children is expanding its Research & Policy team. The Policy Analyst – Fiscal & Economics will support the research and policy proposal efforts of the Research & Policy Team and represent Connecticut Voices during the legislative session by analyzing proposed bills and engaging in advocacy efforts to move forward or defend against proposed legislation. Connecticut Voices for Children is a “think and do” tank working to ensure that Connecticut is a thriving and equitable state where all children have an opportunity to achieve their full potential. We provide trusted, quality research, recommendations and advocacy that advance public policy and investments to improve the well-being of Connecticut’s children and families, specifically those that have been historically disadvantaged. For more about our work and our staff, please visit www.ctvoices.org.

Major Responsibilities:

- Monitor state and federal legislative proposals that pertain to CT Voices’ mission and vision as well as the global well-being of the state.
- Engage in policy analysis—some of which will be rapid response—to help coordinate the efforts of CT Voices and partner organizations.
- In coordination with the Chief of Staff, research, write, and deliver testimony at legislative hearings.
- Occasionally represent CT Voices in meetings with policymakers, advocacy coalitions and campaigns, grassroots organizations, and state and national networks.
- Analyze state budget proposals and develop applicable responses.
- Track national and 50-state policy and budgeting trends.
- Create educational materials such as one-pagers, talking points, short reports, and presentations for the CT Voices staff, policymakers, political candidates, the media, philanthropy, and community-based organizations.
- Create and offer technical assistance, educational presentations, and legislative and administrative policy analysis to policymakers and on-the-ground partners.
- Support the Research & Policy team in collecting and interpreting information on legislation, regulations, agency policies, and agency best-practice guidelines.
- Support the Research & Policy team in research tasks such as conducting literature reviews, collecting and cleaning data, data analysis, and ensuring quality control in reports as well as provide general support for CT Voices’ agenda.
- Prepare data visualizations (using Excel, Tableau, SPSS/Stata) that are clear, simple, and impactful for policymakers and partners.
- Provide additional support to contribute to CT Voices’ broader goals as needed and appropriate.
Required Qualifications:
- Must have at least 4 years of professional experience and/or demonstrated knowledge in public policy, social work, social science, law, or related field. (Advanced degree preferred.)
- Must have a keen understanding of Connecticut’s policy-making process.
- Must have an understanding of research methods, basic statistical analyses, as well as commitment to credible and independent analysis, and attention to detail and accuracy.
- Excellent written and verbal communication skills, including ability to communicate complex information to non-expert audiences, and an ability to communicate descriptive and multivariate statistics and research methodology to a general audience, and ability to produce rapid responses with accuracy, clarity, and precision utilizing academic, state and federal, and think-tank research.
- Familiarity with state and federal policy analyses, state budget processes, and state data sources is required.
- Knowledge of and proficiency in MS Word, Excel, PowerPoint, and Outlook.
- Ability to think strategically, identify opportunities to advance organizational mission, and understand and develop public policy options.
- Ability to be nimble in thought and to multi-task.
- Drive to deepen your own knowledge and a focus on life-long learning.
- Willingness to transform yourself and our organization to be more impactful in our efforts.
- Ability to work in a fast-paced, deadline-driven environment with unpredictable hours, juggle multiple projects at once, and deliver excellence independently and collaboratively.
- Ability to work both independently and as a team member in a busy office with personal enthusiasm, optimism, humility, and a sense of humor.
- Demonstrated commitment to the mission and values of CT Voices.

Preferred Qualifications:
- The ideal candidate will have quantitative data analysis skills using spreadsheets (Excel), statistical analysis software (SPSS, Stata, etc.) and interactive data visualization (Tableau Public, Google Fusion Tables).
- Familiarity with Census data and other federal data sources is preferred.
- Familiarity with federal funding streams and familiarity with key state lawsuits related to children and families is a plus.

Salary: Commensurate with experience. Generous benefits.

To apply: Please send your resume/cv, cover letter, and a five-page first-author writing sample that includes data visualizations (excerpts are fine, as is sending two shorter writing samples) to our team: hr@ctvoices.org. The subject of your email must follow the formula: “Policy Analyst_Last Name_First Name” in order to be considered.

Download the job announcement (PDF)

Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to insure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.

2/17/20