Job Description

Title: Research & Policy Fellow – Emerging Issues  
Status: Exempt

Reports to: Research & Policy Director

General Functions: Connecticut Voices for Children expanding its Research & Policy team. The Research & Policy Fellow – Emerging Issues will lead research and policy development on child and family issues that build upon CT Voices’ mission and vision and are timely within local, state, and federal contexts. 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:

- Work with the Executive Director, Research & Policy Director, as well as Research & Policy Fellows and Assistant Fellows to develop and advance innovative, timely research and policy priorities related to equitable opportunity for all children and families.
- Manage and conduct, in partnership with other staff, quantitative and qualitative research and analysis on projects as decided with the Research & Policy Director. Some projects will require rapid response research.
- Develop, in partnership with other staff and stakeholders, policy recommendations that emerge from research findings and local, state, and national trends.
- Develop and write content and visualizations for reports, briefs, fact sheets, presentations, memos, and other content to disseminate research and policy proposals to a wide variety of audiences, including but not limited to policymakers, service providers, advocacy organizations, and news media.
- Monitor, analyze, and write about state and federal budget proposals and legislation.
- Keep abreast of demographic, policy, and political trends at the local, state, and federal levels to inform cutting-edge research.
- Create and offer technical assistance, educational presentations, and legislative and administrative policy recommendations to policymakers and on-the-ground partners.
- Assist Research & Policy Director and External Affairs Team in planning and managing large educational convenings for a wide variety of partners.
- Represent CT Voices in meetings with policymakers, advocacy coalitions, grassroots organizations, and state and national networks.
- Assist Research & Policy Director in identifying and obtaining funding for the work of CT Voices, including preparing grant applications and grant reports.
• Provide additional support to contribute to Voices’ broader goals as needed and appropriate.
• Manage projects by Assistant Research & Policy Fellows, Policy Analysts, and students on an as-needed basis.

Required Qualifications:
• Must have at least 8 years of professional experience and/or at least 5 years of demonstrated knowledge in public policy, social work, social science, law, or related field. (Advanced degree and supervisory experience preferred.)
• Must have a keen understanding of research methods, statistical analyses, and policy-making processes 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.
• Familiarity with state and federal policy analyses, state budget processes, and state and federal data sources is required.
• Familiarity with Census data and other federal data sources is required.
• Knowledge of and proficiency in MS Word, Excel, PowerPoint, and Outlook.
• Advanced quantitative data analysis skills using spreadsheets (Excel) and statistical analysis software (SPSS, Stata, etc.).
• Ability to think strategically, identify opportunities to advance organizational mission, and develop public policy options.
• Drive to think strategically, identify opportunities to advance organizational mission, and develop public policy options.
• 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.
• Curious and collaborative mindset that seeks out the experiences and wisdom of others to inform research questions.
• 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 creativity in creating research questions and methodology and strategic ability to see patterns that emerge across issue areas.
• Nimble thought, ability to multi-task, and comfort developing content knowledge independently.
• Demonstrated commitment to the mission and values of Connecticut Voices.

Preferred Qualifications:
• The ideal candidate will have geographic information systems (ArcGIS, QGIS, etc.) and interactive data visualization (Tableau Public, Google Fusion Tables) skills.
• Experience analyzing ACS microdata is preferred.
• Familiarity with state and federal funding streams is preferred; familiarity with key 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 samples) to our team: hr@ctvoices.org. The subject of your email must follow the formula: “Research & Policy Fellow – Emerging Issues_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