Job Description

**Title:** Research & Policy Fellow – Family Economic Security  
**Status:** Exempt

**Reports to:** Research & Policy Director

**General Functions:** The Research & Policy Fellow – Family Economic Security (FES) will lead research and policy development on housing and employment that is timely and relevant to local, state, and federal contexts. The Research & Policy Fellow will need to integrate knowledge of health and education into this research. The Research & Policy Fellow – FES will coordinate with the Research & Policy Director to integrate justice and child welfare into FES research reports and policy development.

Connecticut Voices for Children (CT Voices) is a researched-based advocacy organization (aka a “think and do” tank) working to ensure that Connecticut is a thriving and equitable state where all children achieve their full potential. We provide trusted, quality research, recommendations, an 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.

**Major Responsibilities:**

- Work with Executive Director, Research & Policy Director, as well as Research & Policy Fellows, Associates, and others to develop and advance innovative, timely research and policy priorities related to equitable opportunities for all children and families.
- Manage and conduct, in partnership with other staff, qualitative and quantitative research and analysis on projects regarding housing, employment, and justice as decided with the Research & Policy Director.
- Develop, in partnership with staff, partners, community-based organizations, and other 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.
- 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. Lead and manage content development for an annual Family Economic Security forum and community FES forums.
- Represent CT Voices in meetings with policymakers, advocacy coalitions, grassroots organizations, and state and national networks.
- Assist Research & Policy Director in identifying, obtaining, and sustaining funding for the work of CT Voices, including preparing grant applications and grant reports.
- Provide additional support to contribute to CT Voices’ broader goals as needed and appropriate.
- Manage projects, workload, and content and leadership development of Assistant Research & Policy Fellows, Policy Analysts, interns, and practicum students.
Required Qualifications:
- Must have at least 8 years of professional experience and/or at least 5 years of demonstrated knowledge in public policy, public health, social work, social science, education, law, or related field. (Advanced degree and supervisory experience preferred).
- Must have a keen understanding of qualitative and quantitative research methods, statistical analysis, and policymaking 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, Outlook, and SPSS or Stata.
- Ability to think strategically, identify opportunities to advance organizational mission, and develop public policy options.
- Enthusiasm for collaborating in thought and project planning and execution with individuals who vary in content expertise and skillsets.
- 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 occasionally unpredictable hours, manage 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 vision, mission and values of Connecticut Voices for Children.

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 – FES_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, familial status, military status, sexual orientation or expression, religious or political affiliation, disability, arrest record, or any other classification considered discriminatory under applicable law. We strongly encourage people of color, people with disabilities, women, and LGBTQ+ candidates to apply. | 8/27/20