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)