JOB POSTING

Public Policy Analyst
NC Budget & Tax Center

Work at the Budget & Tax Center

At the North Carolina Budget & Tax Center, we envision a state where every person can reach their full potential and achieve well-being through the support of trustworthy, anti-racist institutions and systems that we all participate in building.

The NC Budget & Tax Center is a non-partisan, non-profit organization that works to document fiscal and economic conditions in communities to support the work of people, organizations, and government to advance solutions to poverty and pursue racial equity.

The Public Policy Analyst Role

The Public Policy Analyst documents and analyzes economic and fiscal conditions in North Carolina with an eye to policy solutions that support low-income North Carolinians and communities of color in the state. This role is primarily focused on short-term research that is responsive to a rapidly evolving policy environment and aligned with the Budget and Tax Center’s narrative strategy, rather than long-term academic-style research.

The Public Policy Analyst plays a lead role in analyzing poverty and income data from the US Census Bureau and monthly labor market data, researching anti-poverty topics and other economic indicators, and creating research products that engage partners, the public, and policymakers, and the media.

In addition, the Public Policy Analyst contributes to policy campaigns that advance systemic change by identifying effective policy models, collaborating with partners to create research products that support shared goals, and helping to develop advocacy strategies.

In the next three years, the Public Policy Analyst will work on a variety of projects, depending on their interests and the emerging needs of the organization. Likely areas of work include:

- documenting state and local budget decisions, including tax policies, for their impact on equity and economic well-being.
- analyzing the impact of specific anti-poverty policies and systems, along with ways to improve and increase access to them.
- tracking data on economic outcomes, such as income, poverty, and employment, across the state.

The Public Policy Analyst is supervised by the Research Manager, who sets the strategic direction and prioritization for the work.

Core Responsibilities:

- Produce research and analysis that deepen understanding of the causes and consequences of poverty and systemic racism and build the will to act on policy solutions, such as written briefs, data visualizations, blogs, and presentations.
• Maintain databases and analytic processes that build the organization’s capacity to respond to policy opportunities and partner requests.
• Serve as an expert resource on key policy areas to the media, legislators, partner organizations, and community leaders.
• Actively participate in team activities including those related to planning and program execution, staff development, partner support, and advancing racial equity at the organization.

What we’re looking for

To be considered for this role, candidates must have experience conducting research and analysis on policy issues. This can include:
• A master’s degree and at least one year of relevant work or volunteer experience
• A bachelor’s degree and at least two years of relevant work or volunteer experience
• At least three years of work or volunteer experience in a research or analytic role

To be successful in this role, you are:

• Passionate about making North Carolina a place where public policy advances the well-being of all people and communities, as well as trustworthy, anti-racist institutions.
• Interested in the policy areas that our organization works on, including state taxes and public policies that support people with low and moderate incomes.
• Flexible and can adjust your plans to meet emerging needs.
• Committed to authentic and equitable collaboration with co-workers and external partners.

Key skills: We recognize that candidates may not be equally strong in all skill areas and may have additional qualifications that aren’t listed here. If you are excited about this position, we encourage you to apply and to tell us in your cover letter why you think you’re a great candidate.

• You are a clear and effective written and verbal communicator and can distill complex policy analysis into meaningful and actionable findings.
• You have intermediate skills analyzing quantitative data in Excel and either have experience using R or are excited about building R skills.
• You can find and synthesize information from a diverse variety of sources, such as public datasets, academic literature, and government agencies.
• You are very organized, pay close attention to details, and have experience meeting competing deadlines.

Please also let us know if you have:

• Experience with community-based or community-engaged research related to public policy.

What Else You Should Know

We value the expertise, diverse perspective, and commitment to policy and systems change of our team members and align our benefits and compensation to be competitive. The organization provides 240
hours of paid time off annually, 100 percent coverage of employee health care, 14 paid holidays
annually, and a $3,000 employer contribution to retirement along with an additional match to employee
contributions up to $1,000 in addition to paid family leave and annual allocations for professional
development.

We strive to create a work environment that encourages collaboration and experimentation and
supports professional growth. We are building practices in transparent decision-making and
collaborative work planning and recognize that debating big ideas leads to better results and positively
impacts our mission. We want our team to enjoy this work.
The NC Budget & Tax Center is a remote workplace of NC-based staff who attend in-person meetings in
the Triangle approximately monthly.

APPLY NOW

Please submit the following materials via email to hiring@ncbudget.org with the subject line: Public
Policy Analyst.
- Resume
- Cover letter explaining why you’re interested in this position and why your experience
  makes you a great candidate
- A writing sample of 1 to 3 pages (it can be an excerpt from a longer piece) that
demonstrates your ability to write about public policy

You can reach out to that same email with any questions.

Applications will be accepted until the position is filled. Priority will be given to applications received by
Friday, July 28.

We anticipate reaching out to candidates for interviews by mid-August. We will update candidates
about the status of their application as quickly as is reasonably possible and will notify all remaining
candidates after the position is filled.

The NC Budget & Tax Center is an equal opportunity employer, and as such takes affirmative action to
ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin,
marital status, sexual orientation, gender identity, religious or political affiliation, disability, or any other
classification considered discriminatory under applicable law.

Individuals with disabilities requiring disability-related accommodations in the application and interview
process are welcome to contact 919-578-9972.

Starting salary for this position is $55,000 - $65,000 depending on experience and skill sets.

The Public Policy Analyst is an exempt position at the organization and is in the bargaining unit,
represented by the National Organization of Legal Service Workers, UAW Local 2320.