Public Policy Analyst: Workforce Development
October 2017

The DC Fiscal Policy Institute (DCFPI), part of the Center on Budget and Policy Priorities, is seeking a Policy Analyst to lead the organization's research and advocacy on workforce policies in the District of Columbia, with a focus on issues affecting low-income workers and communities of color. We are looking for someone to dive into the data, propose and analyze policy solutions that reduce unemployment, strengthen family income supports, and make every business in the District a better place to work. The ideal candidate will excel at producing original research, building relationships, leading advocacy efforts on these issues, and informing the public and the press about local budget debates.

The DC Fiscal Policy Institute promotes DC budget and policy decisions to reduce longstanding economic and racial inequities and to give residents the opportunity for a secure economic future. We have a proven track record of successfully advocating for the fundamentals that everyone in our city deserves. Whether it's testifying before the DC Council, bringing diverse advocacy groups together, or conducting thorough, independent research, we work to tell the story of what's really happening in DC's economy. DCFPI is the leading independent source of information on the DC budget and how the city's resources are spent. We pinpoint how the lives of DC residents are affected by tax and budget decisions, and hold policymakers accountable for those decisions. We are a vital resource to other nonprofits, are trusted and respected by DC policymakers, and are frequently cited in the media. Our proposals often become reality and make a meaningful difference in the lives of DC residents across the city.

The Workforce Policy Analyst will work alongside and in partnership with DCFPI colleagues who focus on other issues to help all District residents fulfil their potential: investments in affordable housing, strong schools, quality child care, accessible healthcare, and an end to homelessness. We are a team of about 10 people—small, but mighty!

Responsibilities
- Produce policy reports and briefs on workforce issues, frequently using a racial equity lens
- Advance effective policy recommendations that improve the lives of District residents
- Conduct original quantitative and qualitative research
- Testify on pending legislation and analyze DC budget proposals related to job training, adult education, and workplace policies such as the minimum wage
- Engage with media, inform policymakers and staff, and collaborate with community-based advocates
- Represent DCFPI in advocacy coalitions
- Present on DCFPI research and the budget process for diverse, multicultural audiences

Minimum Qualifications
- Bachelor's degree.
- A minimum of two years of directly relevant work experience, or a graduate degree in public policy or a related field. Work experience could include, for example, work in a relevant government agency, with a job training or adult education program that includes a design and evaluation component, or in a non-profit policy organization.
- Excellent writing and presentation skills;
- Ability to take initiative, problem-solve, and think strategically;

- Facility with numbers, including the use of spreadsheets;
- A strong commitment to social, economic, and racial justice;
- Enthusiasm for building relationships across DC's communities; and
- Ability to work on multiple tasks in a time-sensitive manner.

Additional Preferred Qualifications
- Knowledge of workforce policy and family income supports, preferably with a focus on issues that affect low-income workers and communities of color, such as unemployment, workplace supports, and Temporary Assistance for Needy Families (TANF);
- Familiarity with the District and/or DC Government

Compensation
Salary is commensurate with experience. Excellent benefits include health insurance options, dental and vision coverage, life and long-term disability insurance, retirement, and paid time off for generous vacation, sick leave, and holidays.

Career Development
Candidates will receive training in tax and budget policy, the DC legislative process, strategic communications, legislative advocacy, and data and policy analysis. Candidates will have the opportunity to quickly take on increasing responsibility in their issue area, including leading coalitions, writing op-eds, advising the development of legislation, representing DCFPI in key strategic meetings, and presenting to audiences large and small.

The Policy Analyst will have opportunities to connect with colleagues beyond DCFPI engaged in similar work. DCFPI staff have access to experts at the [Center on Budget and Policy Priorities](#) (CBPP), which coordinates a network of more than 43 state (and aspiring state) organizations, the [State Priorities Partnership](#), of which DCFPI is a member. Through the Partnership, candidates will have the opportunity for trainings, fellowship with peers across the country engaged in similar work and access to resources.

Terms of Employment
- Full-time; occasional weeknight and weekend work
- This position will report directly to the Executive Director of DC Fiscal Policy Institute.

To Apply
Applications will be considered on a rolling basis. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply. Please send a cover letter and resume to: jobs@cbpp.org.

Center on Budget and Policy Priorities (CBPP) is an Equal Opportunity Employer values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law including Minorities/Women/Disabilities/Veterans.