



Fiscal Policy Analyst Job Announcement

About the West Virginia Center on Budget and Policy

The West Virginia Center on Budget and Policy (WV-CBP) provides credible, independent and accessible information and analyses of state fiscal issues including both revenue and spending policies—with particular attention to the impacts on low and moderate-income persons. WV-CBP products inform state fiscal and budget policy debates and contribute to sound decisions that improve the well being of individuals, communities and the state as a whole.

The Fiscal Policy Analyst will enhance the ability of WV-CBP to provide the public, policymakers, and the media with credible, independent, accessible, and timely information on the state and tax and budget system.

Responsibilities

- Provide research and analysis to support the Executive Director on larger WV-CBP research reports as well as work independently on policy briefs of interest. The Policy Analyst will evaluate the state tax and budget system as it relates to low and moderate-income residents, business climate, and the important programs it funds.
- Build and maintain the Center's data infrastructure by identifying and compiling data on West Virginia's budget and tax system from various sources and updating data regularly.
- Design outreach and education materials for speaking engagements by Center staff including handouts and PowerPoint presentations that provide accessible information on a variety of complex budget and tax issues.
- Develop accessible and interactive content for the Center website, including Frequently Asked Questions-style reports, tables, and graphs, to enable the Center website to become a hub for state fiscal information.
- Other duties will include examining income inequality and economic security, health care policy, and federal policy issues that affect West Virginia.

Requirements

- A commitment to credible and independent analysis and attention to detail and accuracy; ability to work independently and as part of a team.
- Dedication to the mission of the WV-CBP, which is “to use research and analysis to advance policies and practices that improve the economic and social well-being all West Virginians, especially low and moderate income residents.” This includes recognizing the essential role of government in promoting a just and shared prosperity.
- An advanced degree in public policy, economics, or a related field with academic or professional experience in quantitative analysis is preferred but not required.
- The ability to synthesize new information quickly and gain expertise on a broad range of policy issues.
- Proficiency with Microsoft Excel and experience with or willingness and ability to learn statistical software, website development, PowerPoint, and computer graphics.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to non-policy oriented audiences both in writing and through public speaking.

Compensation

WV-CBP offers a competitive salary commensurate with experience and a benefits package that includes health coverage, a retirement plan, and personal, vacation, sick, and parental leave.

To apply

Send a cover letter, resume, relevant writing sample, and three references by email to tboettner@wvpolicy.org.

Deadline

The Policy Analyst position is open until filled. Candidates are encouraged to apply as soon as possible. Applications will start to be reviewed the first week of December 2007 and the position will aim to begin February 15, 2008.

The West Virginia Center on Budget and Policy is an equal opportunity employer