

January 8, 2015

## Federal Tax Policy Director, ITEP

The Institute on Taxation and Economic Policy (ITEP), a nonpartisan, nonprofit organization that conducts research and analysis on federal, state and local tax issues with a particular focus on fairness and sustainability, seeks to hire a Federal Tax Policy Director to play a leadership role in its work on federal tax issues.

ITEP's work on federal tax policy focuses on options for reforming the personal and corporate income taxes in a way that raises needed revenues without relying disproportionately on low- and middle-income Americans. ITEP's work identifying profitable Fortune 500 corporations that pay little or no corporate tax has helped to raise the visibility of this important policy area, and our microsimulation computer tax model provides accurate and timely estimates of how proposed federal tax changes would affect Americans at different income levels.

The responsibilities of the Federal Tax Policy Director will include playing a leadership role in setting ITEP's federal tax agenda, analyzing state and federal tax policy and budget proposals; researching and writing reports; and acting as a principal spokesperson for ITEP before constituency groups, policymakers and the media.

Preferred qualifications for the position include a graduate degree in a relevant discipline, such as public policy, law or economics, and at least five years of directly related tax policy analysis experience. The ideal candidate will also be familiar with legislative processes at the federal level. Other qualifications of the Federal Tax Policy Director position include:

- Outstanding written and verbal communications skills, including a demonstrated ability to communicate complex topics to non-expert audiences.
- Demonstrated ability to think strategically, identify opportunities, and develop public policy options.
- Strong analytic skills, including proficiency with spreadsheets and databases.
- Self-motivation, ability to work independently, and ability to prioritize tasks.
- Willingness to work as a part of a team.
- Commitment to the goals of ITEP.

This position is full-time and is based in Washington, DC. Salary will be based on experience and includes outstanding retirement, health and dental benefits. To apply, send a resume, writing sample and cover letter to Meg Wiehe [meg@itep.org](mailto:meg@itep.org).

The Institute on Taxation and Economic Policy is an equal opportunity employer.

Application deadline is Friday, May 1st.