

March 16, 2015

## State Policy Analyst / Senior State Policy Analyst

The Institute on Taxation and Economic Policy (ITEP) is seeking a policy analyst or senior policy analyst to help advance our state fiscal policy work.

ITEP is a non-profit, non-partisan research and education organization that works on federal, state, and local tax policy issues. Since its founding in 1980, ITEP's mission has been to ensure that elected officials, the media, and the general public have access to accurate, timely, and straightforward information that allows them to understand the effects of current and proposed tax policies. ITEP's work focuses particularly on issues of tax fairness and sustainability. ITEP works directly with lawmakers, non-governmental organizations, the public, and the media to achieve these goals.

### Responsibilities:

- Research and analyze state tax policy issues, and communicate findings in reports, policy briefs, op-eds, blog posts, and other mediums;
- Monitor trends in state tax policy across states;
- Use the ITEP Microsimulation Tax Model to analyze the revenue and distributional impact of tax laws and proposals in various states;
- Serve as the primary point of contact between ITEP and state researchers and advocates in roughly fifteen states.

### Qualifications:

- An interest in tax fairness and adequacy issues;
- Graduate degree in a relevant discipline such as public policy or economics;
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to lay audiences both in writing and through public speaking;
- Strong analytical and quantitative skills, and an interest in problem-solving;
- Self-motivation, ability to work independently, and ability to prioritize tasks;
- Willingness to work as a part of a team.

The policy analyst or senior policy analyst will report to ITEP's State Tax Policy Director. Compensation will be based on experience and includes excellent benefits.

To apply, please e-mail a resume and cover letter to [meg@itep.org](mailto:meg@itep.org)

ITEP is an equal opportunity employer.

Application deadline is Friday, May 1st.