

October 13, 2015

Policy Analyst / Senior 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 has worked in collaboration with state-based and national groups, lawmakers, and the media to foster a better understanding of federal, state, and local tax policy, providing them with data analysis, technical support, and strategic guidance on ways to improve federal, state and local tax systems. ITEP's work focuses particularly on issues of tax fairness and sustainability. .

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, cover letter, and names and contact information for three references to meg@itep.org

ITEP is an equal opportunity employer.