Job Description

Position: Senior Policy Analyst

Status: Full-Time, Monday – Friday, 8:30 am – 5:00 pm

FSLA Classification: Exempt

Program/Department: Indiana Institute for Working Families

Location: Indianapolis, IN, some travel required in and out of state

Reports to: Program Manager, Indiana Institute for Working Families

Supervises (Titles): 1. Interns

POSITION PURPOSE AND OBJECTIVES: The Indiana Institute for Working Families promotes data-driven policy that results in opportunities for Hoosier families to become self-sufficient. To make this goal a reality, the Institute works to create opportunities for families to advance in the workforce and develops and advocates for public policies and programs that create better conditions for low-wage workers and their families.

The Senior Policy Analyst handles an array of program and policy responsibilities for the Institute as to carry out this goal as listed below.

QUALIFICATIONS: Person should have a minimum of five years professional experience and two years of related experience. Bachelor’s degree required. Graduate degree in social work, public policy, law or other related field preferred.

Person must have excellent research and writing skills including the ability to complete succinct policy briefs as well as lengthy reports, ability to identify and pursue government and private foundation grants, exceptional ability to coordinate complex projects, high level of knowledge of program, policy and funding issues vis-à-vis workforce and economic development, education and the broad array of work supports as they relate to low-income families, strong interpersonal skills and ability to work in teams, strong public presentation skills.
Must have proficient computer skills and extensive experience with Microsoft Office Suite required; experience with Constant Contact and ABC Sign Up a plus.

Valid driver’s license required.

**GENERAL RESPONSIBILITIES:**

1. **Conduct Research and Policy Analysis**

   Day-to-day duties would include:
   - Research and analysis of existing and emerging program and policy areas on the federal, state, and local levels related to low-income working families, especially as they related to workforce and economic development and education.
   - Monitor and analyze implementation of state and federal laws and legislation as related to low-income working families and prepare reports that convey in lay person terms the impact both positive and negative of policy and legislative proposals.
   - Participation in research projects on which you are lead or supporting role to produce policy briefs, memos, and full-length reports as required by grants/funders.
   - Evaluate research methods and innovative approaches to research projects on new or expanding program and policy areas.
   - Develop policy recommendations for reports and Institute’s public policy agenda based on national best practices and models. This may include drafting legislation or rule change language.
   - Ensuring timelines for grants and work projects are met.
   - Provide editorial and content feedback on Institute’s written pieces.

2. **Education and Outreach**

   Activities in this area include but are not limited to:
   - Presentations on Institute research to funders, law makers, policymakers, and service providers.
   - Create and maintain strong media relationships including formulating a media strategy, authoring press releases, and following up with specific reporters to publicize Institute’s research and public policy agenda/recommendations.
• Maintaining relationships and attending relevant conferences and meetings to maintain relationships with national and state partners, government officials, and funders.

• Prepare testimony and testify at hearings of the Indiana General Assembly and state government on issues related to the Institute’s public policy agenda.

• Draft and publish Inside the Statehouse, a weekly e-newsletter published during the legislative session.

• Identify and pursue government and private foundation grants, including the creation of proposals, cover letters and supporting documentation.

SUPERVISES: The Senior Policy Analyst will be responsible for supervising Institute interns which includes work assignments, timesheets, and paperwork for school (college) credit if applicable.

SUPERVISION: The Senior Policy Analyst reports directly to the Program Manager of the Institute for Working Families and the Institute for Working Families Advisory Committee. The Senior Policy Analyst also reports to the Executive Director and IN-CAA’s Board of Directors as deemed necessary.

ACKNOWLEDGEMENT: Acknowledgement of this Job Description does not constitute a contract of employment. This position can be modified at any time for any reason with authorization from the Executive Director. Indiana Community Action Association, Inc. is an Equal Opportunity Employer.

TO APPLY: Please submit cover letters and resumes to:

Indiana Institute for Working Families
Attn: Ed Gerardot
1845 W. 18th St.
Indianapolis, IN 46202

OR

electronically to Ed Gerardot at egerardo@incap.org.

Cover letters and resumes will be taken through August 3, 2012