

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—a program of the Indiana Community Action Association

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

Reports to: Director, Indiana Institute for Working Families

Supervises (Titles): 1. Interns

Valid driver's license required.

POSITION PURPOSE AND OBJECTIVES:

We believe: A) that when families are financially stable, they can achieve their full potential and better contribute to their communities, and B) policy plays an important role in building families' economic well-being.

The Indiana Institute for Working Families promotes public policies to help Hoosier families achieve financial well-being. We value, gather, and translate quantitative and qualitative data to communicate the opportunities and challenges that Hoosiers experience. We advance well-being by promoting evidence-based solutions and building coalitions to engage in direct and strategic conversations with policymakers and the public.

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

The ideal candidate is a person who is passionate about the role public policy should play in helping families reach financial well-being and is a highly motivated team player.

CORE RESPONSIBILITIES:

The core responsibilities of this role will be managing a portfolio of policy issues as they relate to working families. This includes, but is not limited to:

- Developing/retaining subject matter expertise on the issues in the portfolio;
- Making the best use of individual strengths and the strengths and resources of IIWF to advance policies in the portfolio that help Hoosiers earning low incomes to reach financial well-being and realize their full potential within our communities.

SPECIFIC RESPONSIBILITIES:

To meet the core responsibilities, the Senior Policy Analyst will efficiently and effectively:

- Research and data analysis related to issue portfolio. Including analysis of existing and emerging program and policy areas on the federal, state, and local levels.
- Monitor and analyze implementation of state and federal laws and legislation as related to low-income working families and prepare reports that convey to the public the impact both positive and negative of policy and legislative proposals, especially as they relate to the economy and state fiscal policy.
- Participate 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.
- Develop policy recommendations (in consultation with Director and team) for reports and Institute's public policy agenda based on national best practices and models. This may include drafting legislation or rule change language.
- Ensure timelines for grants and work projects are met.
- Provide editorial and content feedback on Institute's written pieces.

- 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.
- Present on Institute research and agenda to funders, lawmakers, policymakers, and service providers.
- Maintain relationships and attend relevant conferences and meetings to maintain relationships with national and state partners, government officials, and funders.
- Support the Director in helping to apply for private foundation grants, including the creation of proposals, cover letters and supporting documentation.

QUALIFICATIONS:

- Motivated to make positive change for working families in Indiana
- Understanding and proficient use of research methods
- Comfortable working with data and doing basic data analysis
- Comfortable with public speaking
- Bachelor's Degree in related field (Economics degree a plus)
- At least 3 years of experience
- Comfort going into and working with racially and economically diverse groups and underrepresented communities (previous experience working with these groups a plus)
- Technical writing skills
- Organized
- Independent worker

COMPENSATION: Salary Range: \$55,000-\$60,000 based on experience. Excellent benefits include 24 days paid time off; medical and dental insurance; life, short-term, and long-term disability insurance; Employer funded SEP Plan and 10 paid holidays.

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 Director of the Institute for Working Families. 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: Deadline to apply is March 12, 2021. Please submit cover letter, resume, and work sample to:

Melissa Dauby at mdauby@incap.org
Put "IIWF Applicant Materials" in the subject line.

OR

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