



Job Posting

Position: Research & Policy Director

Status: Full-Time

FSLA Classification: Exempt

Salary Range: \$70,000 - \$80,000 annually

Program/Department: Indiana Community Action Poverty Institute

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

Reports to: Executive Director

Supervises (Titles): Indiana Community Action Poverty Institute Staff

POSITION PURPOSE AND OBJECTIVES:

The Institute believes that when families are financially stable, they can achieve their full potential and better contribute to their communities. We understand that racial and economic inequities have contributed to economic insecurity for Hoosier families. Policy plays an important role in dismantling inequities and in building families' economic well-being.

The Indiana Community Action Poverty Institute 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 Director's primary responsibility is fundraising, building partnerships, managing research and evaluation quality and methods, and strategic planning related to the Institute's advocacy goals.

QUALIFICATIONS:

The Institute's Director should have a minimum of five years professional experience and three years of related and management experience. This person should be knowledgeable about the legislative process, research methods, and statistical analysis. They must also be an experienced fundraiser. Master's degree or higher in economics, social work, public policy, law, philanthropy, or other related field preferred but not required.

IN-CAA is seeking a high-energy, self-starter who is able to work with minimal supervision.

The Director is primarily responsible for ensuring that the Institute creates viable and technically sound policy and research reports. Thinking big, digging into the details, and crafting solutions that bring unlikely stakeholders together are the central challenges through which the Director guides the Institute's public policy work.

The Director manages issue and policy work from start to finish: developing new areas of work; building coalitions and tapping existing coalitions to support the issue work; constructing technical proposals for policy based on research and work with coalition partners; supporting lobbying efforts; and in some cases, pursuing implementation. Policy work includes both short-term and long-term projects. The Institute's policy work products include policy briefs and memos, white papers, educational materials for policymakers, and data analyses.

The Director is also primarily responsible for fundraising for the Institute and must have experience with grant writing and building philanthropic relationships. Responsibilities will include finding new funders, writing successful grant proposals, and composing informative grant reports.

The Director will manage a small team of policy staffers. Tasks include working closely with policy analysts to support their work investigating issues and generating policy work products; supporting staff members' work with coalition partners; supporting policy problem-solving efforts; devising and editing messaging frameworks; and facilitating communication among staff and between policy staff and IN-CAA leadership.

The Director must have good organizational skills, strong interpersonal skills, the ability to lead a team, and strong public presentation skills. The Director will work with our Board of Directors and its Committees on both Institute goals and broader strategic projects for IN-CAA. Must have proficient computer skills; extensive experience with Microsoft Office Suite required.

Valid driver's license required.

GENERAL RESPONSIBILITIES:

1. Conduct Research and Policy Analysis

Day-to day-duties would include:

- Managing Institute staff and meeting and communicating with them on a regular basis on developing projects and to ensure current projects meet funder requirements on time and in budget.
- Maintaining current funder relationships, finding new funders, writing successful grant proposals, and composing informative grant reports.
- Evaluating research methods and innovative approaches to research projects on new or expanding program and policy areas.
- Community Needs Assessment for the 21 Indiana Community Action Agencies.
- Developing the research agenda and public policy agenda with the Institute's advisory committee and staff to ensure the Institute is meeting its mission.
- Overseeing research and evaluation methods used by Institute and overseeing Institute's research projects, policy briefs, memos, and full-length reports as required by grants/funders.
- Conducting 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, economic development, and adult education.
- Developing 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.
- Providing editorial and content feedback on Institute's written pieces.

2. Education and Outreach

Activities in this area include but are not limited to:

- Maintaining current partnerships and developing new ones with state and national partners to advance the Institute's policy agenda.
- Presentations on Institute research to funders, lawmakers, policymakers, and service providers.
- Creating and maintaining 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.
- Preparing testimony and testify at hearings of the Indiana General Assembly on issues related to the Institute's public policy agenda. Preparing public comments to state and federal agencies on administrative changes.
- Providing editorial and content feedback on Institute's education and outreach materials.

SUPERVISES: The Director will be responsible for supervising Institute staff to ensure projects are on time and meet funder requirements.

SUPERVISION: The Director reports directly to the Executive Director of the Indiana Community Action Association.

COMPENSATION AND BENEFITS: Salary Range: \$70,000-\$80,000. Excellent benefits include generous paid leave and holidays; medical and dental insurance; life, short-term, and long-term disability insurance; Employer funded SEP Plan.

How to apply: Interested applicants should send a cover letter and résumé to Melissa Dauby, mdauby@incap.org no later than 5 pm on October 16, 2026.

Indiana Community Action Association, Inc. is an Equal Opportunity Employer.