



JOB ANNOUNCEMENT: ASSOCIATE DIRECTOR OF ECONOMIC SECURITY

- Location:** Candidates may be based anywhere in Washington state. Position will require occasional in-person work in Seattle, Olympia, and elsewhere within Washington state
- Reports to:** Research and Policy Director
- Salary Range:** \$80,000-\$88,000, in alignment with Budget & Policy Center compensation philosophy

The Washington State Budget & Policy Center (B&PC) is looking for a senior researcher to strategically lead B&PC's work around direct cash policies and work with the B&PC policy team to use data analysis to advance the public conversation on issues of economic and racial equity. This is a chance to be involved in some of the most innovative direct cash policies in the country – including getting cash annually to 420,000 households in Washington state through the Working Families Tax Credit and working with partners to build a statewide guaranteed basic income program and expand cash assistance for undocumented workers.

This is an exciting opportunity for someone who has experience in and feels comfortable with data research and analysis and who loves collaborating with team members and external partners. This position will be joining a passionate, relationship-oriented, and fun team of analysts working to develop and advance public policies that promote justice and dignity for communities across Washington state.

The Budget & Policy Center is a dynamic organization with a vision for an equitable and healthy Washington state. We are interrogating and integrating our organizational processes as we adjust our work to be in alignment with our [commitment to anti-racism](#). This position will be an integral part of these organization-wide conversations and support how this commitment is realized within the policy team and across teams.

General Scope of Work:

Ensuring the Equitable Implementation and Expansion of the Working Families Tax Credit (approximately 60% of time): Starting in 2023, Washington state will be the first state without an income tax to implement a tax credit to deliver cash directly to low-income households through a state earned income tax credit. In collaboration with over 45 organizations who make up the Working Families Tax Credit Coalition, this position will use research and analysis to support the equitable implementation and future expansions of the Working Families Tax Credit. This position will work with state agency staff and help break down complex policy and process so that the coalition members can engage and advocate in the process. This position will also have the opportunity to work with legislators and legislative staff to center community feedback and coalition values in the drafting of legislation to expand eligibility and benefit amounts in the future.

Mentoring and Supporting B&PC Policy Staff with Data Analysis (approximately 20% of time): At B&PC, we know data can be a powerful tool for organizing, shifting public narratives, and supporting policy change. This position will have an opportunity to lead data analysis focused on cash policies while also sharing knowledge with, supporting, and mentoring other policy staff with data analysis. This includes using statistical software like R, STATA, or SPSS, tracking key indicators of community well-being using data from sources like the U.S. Census Bureau, and sharing key data indicators with partners. This position may also include direct supervision of staff and fellows.

Leading B&PC's Research, Policy, and Strategy to Advance Cash Policies that Support the Health & Well-being of Communities (approximately 20% of time): In addition to supporting the work of the Working Families Tax Credit Coalition, this position will take on a leadership role shaping the strategy behind the research and policy development on all other important direct cash policies like guaranteed basic income. This will include working with the Research & Policy Director to develop an overall vision and strategy of the B&PC policy team as it relates to cash policies. This would also include modeling the impact of various policy choices, producing and reviewing materials such as blog posts and fact sheets, answering key research questions and providing technical assistance to coalitions working toward robust supports to undocumented workers and reforms to the Temporary Assistance for Needy Families program.

The general scope of work listed above may fluctuate based on time of year and organizational priorities.

Qualifications

Must Have:

- Relationship-oriented leader with a focus on collaboration, teamwork, growth, and continuous learning, and demonstrated experience with sharing power and knowledge.
- A minimum of 5 years of experience in research and quantitative data analysis in the context of policymaking, organizing, and/or advocacy, preferably in the areas of economic security, public benefits, or direct cash policies (An advanced degree in public policy, economics, sociology, or a related field will be counted as two relevant years of experience)
- A minimum of 1 year of experience managing, coaching, or supporting staff and/or teams.
- A deep analysis of how racism and white supremacy show up in state policymaking processes and experience using this analysis to build more equitable internal and external practices.
- Excellent written and oral communications skills, including the ability to communicate technical information clearly to non-policy-oriented audiences both in writing and through oral presentations.
- Proficiency with a statistical analysis software such as SPSS, STATA, or R (includes experience of requesting data and cleaning data), as well as Microsoft Office, especially Excel.

- Experience with the U.S. Census Bureau’s multiple data sources and systems or Washington state government agency data sources.
- Willingness to represent B&PC’s policy work in front of both large and small audiences and serve as a media spokesperson.
- Ability to travel to Seattle, Olympia, and other parts of the state approximately 2-3 times per month as needed for in-person meetings or events (travel expenses are reimbursed and in alignment with public health guidance).

Nice to have:

- Expertise or experience in any of the following areas: analyzing state or federal policies and budgets, human services, health care, housing, education, tax policy or public finance.
- Familiarity with the legislative process and how research, communications, and outreach work together to shape public policy debates.
- Experience producing data visualizations using Adobe Creative Suite or other design tools.
- Skills and experience in legislative advocacy, coalition organizing, and media relations.
- Experience centering the knowledge of impacted communities by prioritizing community input, evaluating ideas with partners at the beginning of (and continually throughout) research and policy development, and rejecting messaging that frames communities through deficits
- Fluency in a language other than English that is prevalent in Washington state (for example, Spanish, Mandarin, Cantonese, Vietnamese, or Russian).
- Experience in fundraising (e.g., grant writing and contract management).

Salary and Benefits

The annualized salary for this position ranges from \$80,000 - \$88,000 per year, depending on experience. Salary ranges are set in alignment with our organizational compensation philosophy, which is reviewed and updated regularly by the board of directors.

The Budget & Policy Center also offers a comprehensive benefits package including health, vision, and dental insurance, life and long-term disability insurance, retirement, employee assistance program (EAP), and flexible spending accounts. We also offer four weeks of paid vacation and five personal days per year in addition to 10 paid holidays and generous sick leave. Each B&PC staff member also has a dedicated professional development budget of \$750 per year. Travel expenses will be reimbursed.

This position works weekdays during regular business hours; however, limited evening and weekend work may be required to respond to urgent needs or participate in community events.

Currently, B&PC staff are working primarily remotely, and we anticipate maintaining a hybrid work environment with remote work options in the future. This position does require occasional in-person work at the Budget & Policy Center’s Seattle-based office as well as some

events and convenings in Olympia and other parts of Washington state, so candidates should be based in Washington state. Our office is located in the heart of downtown Seattle, with service from bus routes, light rail, and trains from around the region.

To Apply

Please send a resume, cover letter, and one writing sample to jobs@budgetandpolicy.org. Put “LAST NAME, FIRST NAME, Associate Director of Economic Security” in the subject line of the email. In your cover letter, please highlight 1) why you’d love to join our team, 2) up to three of your top skills that match our qualifications, and 3) how you incorporate racial equity into your work. The writing sample should be related to policy and research and be no more than 4 pages.

Deadline to apply is 10 am on Monday, April 25th, 2022. This deadline may be extended as needed based on applicant pool.

After an initial screening of applicant materials, we anticipate the following steps in the process. Please note the timelines may need to be adjusted based on candidate and hiring committee availability and we will keep candidates informed of changes. This process will be conducted virtually and we plan to provide a stipend to candidates for time spent in interviews.

- First interview with 2 members of hiring committee (45 minutes) – tentatively late April
- Second interview with full hiring committee and activity (1 hour interview and 1 hour for a skills-based activity) – tentatively early May
- Data analysis skills screen (30 minutes) – tentatively mid to late May
- Reference checks – tentatively mid to late May
- Possible final interview with Executive Director and/or hiring committee (1 hour) – tentatively mid to late May

The Budget & Policy Center values a diverse workforce and an inclusive culture. We encourage applications from Black, Indigenous, and People of Color; immigrants; people with disabilities; people of any sexual orientation or gender identity; and people with low-income backgrounds and other diverse life experiences. We value the lived experiences that our staff bring to bear on the work as deeply relevant expertise.