



JOB ANNOUNCEMENT: SENIOR POLICY ANALYST

Location: Candidates may be based anywhere in Washington state. Position will require occasional in-person work in Seattle, Olympia, and elsewhere within the state

Reports to: Research and Policy Director

Salary range: \$78,000-\$83,000 (Note the full salary band once someone is in this position is \$78,000-\$88,000)

Apply by: March 28, 2025

The [Washington State Budget and Policy Center](#) (B&PC) is hiring a full-time Senior Policy Analyst to lead and grow B&PC's criminal legal reform area of policy work. This is an exciting opportunity for someone who has experience working to advance racial and economic justice and tribal sovereignty, conducting research and analysis, and building and maintaining relationships with external partners.

B&PC works to ensure people in Washington have economic security and dignity, that Washington's tax code is equitable and balanced, and that our state budget invests in communities and disinvests in programs that are harmful and racist. Commitments to equity, anti-racism, tribal sovereignty, and economic justice – and a willingness to help our organization make progress on advancing these commitments – are vital for this role.

Hiring for this position is happening alongside a Research and Policy Director transition. The candidate hired for this position will report to the Executive Director until a Research and Policy Director is hired in the coming months.

General Scope of Work

The Senior Policy Analyst will work as a member of the policy team and work closely with the communications team. Specific responsibilities may include, but are not limited to:

Policy development, research, and analysis

- Serve as B&PC's lead developer, researcher, and primary point of contact on policies related to criminal legal reform – building on the work we've been doing on legal financial obligations (LFOs)/fines and fees. This work happens in close collaboration with other analysts and members of the team, including supporting other policy areas (progressive revenue, direct cash, immigration), as needed.
- Turn research findings into digestible reports, presentations, and other materials. Provide policy analysis and technical assistance to a variety of audiences.
- Track, analyze, and help develop state legislative, budget, and administrative proposals; keep relevant people and groups updated. Legislative session is an especially important time for this

role. During that time, the person in this role will develop and deliver written and oral testimony on proposals relevant to B&PC's progressive criminal legal reform policy work to state and local governments and work groups – as well as meeting with key decisionmakers on policy priorities.

- Conduct quantitative data analyses, currently most focused on data related to LFOs/fines and fees, proposals and policies, and general conditions of the policy area in the state.

Coalitions and partnerships

- Identify, build, and maintain relationships with state and national partners, allies, state and administrative staff, and legislators.
- Represent B&PC on coalitions and in advocacy spaces; serve as an organizational spokesperson in the media; help engage the public on the impacts of proposed and enacted policies and state budget decisions.
- Work with partners focused on grassroots power-building to determine and advance B&PC's policy and research agendas as they relate to criminal legal reform.

Organizational engagement

- Engage in organization-wide conversations related to supporting the growth of organizational culture.
- Support B&PC in living up to its anti-racist commitments and theory of change.

The general scope of work may change based on time of year and organizational priorities.

Qualifications

Please note that both professional and volunteer experience is valued. In addition, we do not expect candidates to come with all of the desired skills, and we are committed to supporting new hires with training as needed.

Must Have:

- 5 years of work experience in policymaking/analysis/research, organizing, and/or advocacy, preferably with a focus on criminal legal reform
 - An advanced degree in a related field will be counted as 2 relevant years of experience.
- A commitment to challenging and understanding how racism, white supremacy, and settler colonialism show up in state policymaking.
- A commitment to centering the knowledge of impacted communities by prioritizing community input, evaluating ideas with partners at the beginning of (and throughout) research and policy development, and advancing messaging and narratives that highlight community assets/strengths.
- Proficiency with data management and analysis in Microsoft Excel.
- Excellent written and oral communications skills, including the ability to communicate technical information clearly to non-policy-oriented audiences.
- An ability to travel to Seattle, Olympia, and other parts of the state as needed for in-person meetings or events (travel expenses are reimbursable).

Nice to have (optional):

- Expertise or experience in any of the following areas: state, federal, or tribal government policies and budgets; human services, health care, housing, education, tax policy or public finance.
- Familiarity with legislative processes and how research, communications, and outreach work

together to shape public policy debates.

- Proficiency with a statistical analysis software such as SPSS, STATA, or R (including experience with requesting and cleaning data).
- Experience producing data visualizations using Adobe Creative Suite or other design tools.
- Fluency in a language other than English that is prevalent in Washington state (for example, Spanish, Mandarin, Cantonese, Vietnamese, or Russian).

Salary and Benefits

The salary offer range for this open position is \$78,000-\$83,000. The annualized salary band for this position once someone is in the role is \$78,000-\$88,000 per year. Salary bands are set in alignment with our organizational compensation philosophy, which is reviewed and updated regularly by the Board of Directors.

B&PC offers a comprehensive benefits package including health, vision, and dental insurance, life and long-term disability insurance, all 100% employer covered for employees. The organization also has a retirement 403b plan, employee assistance program, and flexible spending accounts for health and daycare expenses available to employees. Full-time employees are awarded four weeks of paid vacation and one week of personal time per year, as well as 12 paid holidays and generous sick leave. Each B&PC staff member has a dedicated professional development budget of \$1,000 per year. Work-related travel (outside the Seattle area) expenses are reimbursable.

This position works weekdays during regular business hours; however, limited evening and weekend work may be required. A peak work time for this role is during the state legislative session (Jan to March in short session years, Jan to April long session years – with an additional potential for special sessions).

B&PC prioritizes an organizational work week and scheduling policy that allows for employee rest, well-being, and flexibility and that meets the needs of each staff member, while balancing organizational and team needs. To support staff well-being, B&PC has a 32-hour work week. Staff have the option to work a standard work week schedule of 8 hours Monday through Thursday or 6.5 hours per day, Monday through Friday.

Currently, B&PC staff work primarily remotely, but we do have a small office in Seattle for staff who prefer hybrid work. Our office is located in downtown Seattle, with convenient service from bus routes, light rail, and trains. This position does require occasional in-person work at B&PC'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.

Please note that B&PC requires employees provide self-attestation of having received COVID-19 vaccination and encourages employees to receive vaccine boosters as they become available.

To Apply

Please send a resume, cover letter, and one writing sample (no more than 4 pages) to jobs@budgetandpolicy.org. Put "LAST NAME, FIRST NAME, Senior Policy Analyst" in the subject line of the email. In your cover letter, please highlight 1) why you'd like to join our team, 2) up to three of your top skills that match our qualifications, and 3) how you incorporate racial equity and tribal sovereignty into your work. The writing sample should be related to policy and research and no more than 4 pages.

The priority application deadline is March 28, 2025. The deadline may be extended as needed.

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

- Phone screen with Operations Manager (30 minutes) – Early April
- Interview with Hiring Manager and Hiring Committee (1 hour) – Mid April
- If needed: Final interview with Hiring Committee or Hiring Manager (1 hour) – Late April
- Reference checks – Early May
- Potential start date –Late May/Early June

If you're excited about this role but your experience doesn't align perfectly with every must-have qualification in the job description, we encourage you to apply anyways. B&PC values a diverse workforce and strives for 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.