



Policy Analyst, Tax & Budget

The Commonwealth Institute for Fiscal Analysis is seeking a highly-skilled Policy Analyst who will take initiative to help advance equitable policy solutions in the state budget and related tax policy. This position will lead TCI's work toward making Virginia tax policy more antiracist and inclusive.

Who We Are

The Commonwealth Institute for Fiscal Analysis (TCI) advances racial and economic justice in Virginia by advocating for public policies that are designed in partnership with people most impacted, and shaped by credible, accessible fiscal and policy research. TCI's vision is that, in the coming years, people of color and people with low incomes have used their power to build new, inclusive systems of justice and opportunity in Virginia.

TCI respects, values, and celebrates the attributes, characteristics, and perspectives that make each person unique. Bringing diverse individuals together allows TCI and allies to collectively and more effectively address the issues that face Virginia communities. TCI further recognizes that we live and work in a society that is structured by racism and white privilege, both of which adversely impact communities of color. It is one of TCI's core values that its organizational culture, staff, partners, strategies, and investments advance racial justice within and beyond the organization.

Since its founding over 15 years ago, TCI has amassed an impressive record of achievements, including being a central player in the successful efforts to connect people with low incomes to health care through Medicaid expansion, boost the minimum wage, protect and strengthen the state Earned Income Tax Credit, expand immigrant rights, improve Virginia's K-12 education funding system, reform costly tax breaks, and reform policies that lead to the criminalization of poverty in the state.

What you'll do:

- Lead TCI's research and analysis related to tax policy, ensuring that analysis is practical, policy-relevant, methodologically valid, and aligned with TCI's larger goals around advancing racial and economic justice in Virginia.
- Be a key contributor to TCI's research and analysis of state budget issues, including but not limited to how tax policy impacts the adequacy and equity of state funding

for communities with low-income and communities of color.

- Co-develop metrics for an antiracist state budget with TCI team and external partners.
- Integrate findings from outreach or other TCI partnership work to incorporate community voice and perspective into budget and tax policy analysis.
- Share your findings with the public by crafting op-eds, infographics, and similar materials in collaboration with the communications team.
- Serve as technical expert to TCI staff, media, and external partners, including the Tax Fairness for Virginia campaign, on tax policy related questions.
- Lead TCI's legislative advocacy in the General Assembly related to tax policy.
- Maintain and expand strong working relationships with directly impacted communities across Virginia who will help shape and advance policy goals, as well as coalition partners, and elected officials.
- Serve as a resource for the rest of the policy team in approaching research and analysis, particularly with data and statistical analysis.
- Assist, as needed, with grants management related to this policy portfolio.

What we're looking for:

- Commitment to antiracism and building racial and economic equity in alignment with TCI's mission/vision/values.
- Experience in policy analysis, ideally in budget or tax issues at the state level.
- Strong writing skills, and fluency in writing about complicated matters for a non-technical audience.
- Experience producing written products (such as reports, blog posts, talking points, one-pagers, and memos) that are practical, policy-relevant, and methodologically valid.
- A high level of Proficiency in Excel, as well as other components of the Microsoft Office suite.
- Excellent interpersonal skills, including the ability to interact respectfully and cultivate trust among widely diverse groups of people and speak publicly in front of both large and small audiences.
- Organized with strong attention to detail and ability to meet deadlines, including the deadlines that emerge in a tight legislative environment.
- A focus on outcomes, able to give and receive constructive criticism in the pursuit of

an ever-stronger organization.

- A passion for improving the lives of people in Virginia with low incomes and communities of color, tempered by the understanding that policy progress rarely happens overnight and takes collaboration.
- A degree in economics, political science, public policy, sociology, or a related field, or a comparable academic background; and at least 1-2 years of work experience, preferably in national, state, or local policy. (Relevant work experience can substitute for a degree.)
- Some experience with a statistical package like R, Stata, SAS, or SPSS.
- Bonus: experience with data visualization (including interactive visuals, geospatial/mapping packages, etc.)

Tools We Use

- Adobe Illustrator
- Google Apps
- IPUMS
- Microsoft Office, with focus on Excel
- R statistical package

Logistics

Compensation: Starting salary is \$50,000-\$60,000 annually for the Policy Analyst level and \$65,000-\$75,000 for the Senior Policy Analyst level, depending on experience. TCI also provides generous benefits including comprehensive health care, dental, and vision coverage; generous vacation leave; and a retirement plan with organizational matching contributions.

We also support and provide opportunities for professional development and growth.

Bargaining Unit Status: This position is within a collective bargaining unit represented by a recognized staff union, TCI United (NPEU), and specific terms and conditions of employment may be subject to a future Collective Bargaining Agreement.

Reports To: Senior Vice President, Policy & Advocacy

Location: Before the pandemic, TCI staff primarily worked in our office in downtown Richmond, VA, including all times the Virginia legislature was in session. Currently, pursuant

to a union agreement, TCI staff have the option to work remotely or in person, subject to specific health and safety requirements.

Travel: Occasional travel may be required in-and out-of-state.

To Apply: Send cover letter & resume to Kami+hiring@thecommonwealthinstitute.org with the subject line: Tax & Budget Analyst. No phone calls or other email inquiries please.

Timing: Position open until filled.

The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.