



JOB DESCRIPTION

TITLE:	Budget and Policy Analyst
DEPARTMENT:	Policy and Program Department
REPORTS TO:	Director of Policy, Advocacy & Research
STATUS:	Exempt
DATE PREPARED:	March 2017

FPWA is an anti-poverty, policy and advocacy organization whose mission is to promote the social and economic well-being of greater New York's most vulnerable by advocating for just public policies and strengthening human service organizations. FPWA has a membership network of nearly 180 human service and faith based organizations that operate over 1,200 programs throughout the New York City metro area. Together we serve over 1.5 million low-income New Yorkers and strive to reduce poverty, advance upward mobility and create shared prosperity.

FPWA's multifaceted programming creates transformative results for nonprofit staff and the places they serve. We advocate tirelessly on behalf of our membership network of 180 health and human service organizations through establishing poverty-reducing policies and programs that provide sustained results. Our capacity-building work enhances the impact of our member agencies to better provide services while simultaneously delivering immediate assistance to address their clients' urgent needs.

POSITION OVERVIEW

The Budget and Policy Analyst is responsible for the analysis and interpretation of budget and policy priorities at the national, state, and local levels, with a particular focus on impacts on the social and economic well-being of low-income New Yorkers. The position involves collecting and analyzing data, developing accessible policy documents, and examining pending legislative and policy options.

KEY RESPONSIBILITIES

- Researches, reviews, compiles, processes, and interprets data and information on a range of issue areas related to national, state, and local budget and policy priorities, paying particular attention to the impact of national budget and policy decisions on state and local governments.
- Write and edit accessible letters, memos, columns, briefs, and reports, translating complex issues for policymakers and stakeholders.
- Interface formally and informally with media, external groups, member agencies, and policymakers.

- Assist with delivering training and technical assistance services to various stakeholders as needed.

KEY REQUIRED SKILLS AND COMPETENCIES

- Demonstrated knowledge of nation, state, and city policymaking and budget processes and systems.
- Strong ability to manipulate and analyze data and formulate policy recommendations.
- Demonstrated experience working with governmental, community-based, and/or faith-based organizations.
- Exceptional written and oral communications skills, with experience breaking down complex concepts—dense legislative language, budget statements, or demographic data—for use by a lay audience and policymakers.
- An ability to manage multiple tasks simultaneously to successful completion.
- Strong attention to detail.
- Comfort with working independently and as part of a team.
- Proficiency with SPSS or other statistical software, ArcGIS, Excel, Powerpoint, etc.
- Relevant educational background and experience- Graduate degree in Public Policy, Policy Analysis, Economics, or a related field, and minimum three years of related experience.

TO APPLY:

Send PDF cover letter, resume, and writing sample to jobs@fpwa.org with subject: **Budget and Policy Analyst.**

No phone calls or other inquiries please. Only applicants selected for interviews will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER

FPWA is committed to employing people who reflect the diversity of our member agencies and the communities and people they serve.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.