

**Job Announcement**  
**Senior Policy Analyst (SPA)**  
**North Dakota Fiscal Project (NDFP)**

The North Dakota Fiscal Project (NDFP) is a new nonpartisan, statewide policy research program that will provide independent, credible analysis on North Dakota state budget, tax, and related policy matters, with attention to the impact of current or proposed policies on low- and moderate-income persons. Someone with strong quantitative and analytic skills and the ability to communicate effectively to diverse audiences will fill the position of Senior Policy Analyst.

The NDFP will analyze specific short-term budget, policy and revenue proposals as well as long-term trends and challenges. These analyses will be designed to advance public dialogue and public policy on state fiscal issues in North Dakota. Products from the NDFP will be disseminated through a range of electronic, written, and oral methods – websites, reports, briefing papers, fact sheets as well as oral presentations to policymakers and other organizations. The NDFP will consult and collaborate with other organizations to ensure that its analyses are relevant and timely. It will provide policymakers, advocates, media, and the public a knowledgeable and respected source of information and analysis on public budget and fiscal issues. The goal is to improve state policy decision-making processes and generate more opportunities for all North Dakotans.

The NDFP participates in a national network of similar organizations with similar objectives that exist in over half the states as part of the State Fiscal Analysis Initiative coordinated by the Washington DC-based Center on Budget and Policy Priorities.

The office of the NDFP is located at the Consensus Council in Bismarck and the position of Senior Policy Analyst will require some statewide travel and occasional trips to national conferences. The Senior Policy Analyst will work with and report to an Advisory Board.

**The Senior Policy Analyst’s Responsibilities**

The Senior Policy Analyst will participate in public education efforts and analysis of tax, budget and economic policies. Examples of the sorts of analyses that will be undertaken include the adequacy and fairness of state and local governments’ revenue structures, the state budget’s impact on vulnerable populations, income supports for low- and moderate-income families and the unemployed, affordable housing and childcare, and the effectiveness of economic development efforts.

Specific responsibilities include:

- Planning and conducting research activities and report writing
- Analysis of state budget and revenue proposals and development of policy options and recommendations
- Representation of the NDFP before policymakers, stakeholders, the public, and the news media

- Working collaboratively with constituent groups
- Oversight of all communications activities
- Development and implementation of sustainable funding plans as well as oversight and maintenance of an annual budget
- Working closely with the Advisory Board on issues of board development, and facilitating board participation in the development of the work plan

### **The Successful Candidate Qualifications**

- An advanced degree in public policy, economics, law, social work or a related field, or equivalent experience, and demonstrated commitment to economic and social justice;
- Excellent written and oral communication skills, including the ability to communicate complex or technical information clearly to a range of audiences both in writing and through public speaking;
- Excellent quantitative and analytic skills;
- Extensive experience in public policy analysis; knowledge of the legislative and budget process in North Dakota; demonstrated capacity to work with policymakers, advocates, the news media, and constituent groups to think strategically about opportunities to influence public policy;
- Familiarity with PC and Mac-based statistical software, spreadsheets, general computer graphics and word processing systems;
- Proven leadership skills, creativity, the ability to think strategically, and an entrepreneurial spirit; and
- Ability to prioritize tasks; work independently and as part of a team in a collegial manner.

### **Applying**

This is a full-time position and is open immediately. Salary is commensurate with qualifications and available funds and includes a comprehensive benefit package.

The application deadline is November 30, 2009 or until filled. To apply, submit a current resume, policy analysis writing sample, the names and contact information for three (3) employment references and a 1-2 page cover letter specifically addressing your interest in and qualifications for this position (*via postal mail*) to:

Rose Stoller, Executive Director  
 The Consensus Council, Inc.  
 1003 E Interstate Avenue  
 Suite 7  
 Bismarck, ND 58503-0500

For more information, e-mail Rose Stoller at [rstoller@agree.org](mailto:rstoller@agree.org).