



THE  
COMMONWEALTH  
INSTITUTE

## **PROGRAM DIRECTOR**

The Commonwealth Institute for Fiscal Analysis seeks an energetic and talented professional to join our growing organization for an exciting new opportunity: directing the new field office of The Commonwealth Institute in Northern Virginia.

The successful candidate for this position will be a self-starter with a proven track record in public policy research and advocacy.

### **BACKGROUND**

Founded in 2006, The Commonwealth Institute is a non-profit, non-partisan 501 c 3 organization that provides independent research and analysis of fiscal and economic policies in Virginia with a particular focus on how those policies affect low and middle income people in our state.

Our staff of eight professionals located in Richmond, Virginia execute an active portfolio of research and advocacy across a wide array of issues such as budget and tax policy, labor and wage policy, health care and other safety net issues, and poverty trends.

Given the large and growing population of the Northern Virginia region, its importance in the economy of the state, the challenges low and middle income workers and families face in the current economy, and the need for effective engagement in public policy debates, we will be undertaking a significant expansion of our organization by launching our first field office to be located in Northern Virginia.

### **POSITION OVERVIEW**

The Program Director will implement efforts to provide ongoing fiscal and economic policy research and analysis of state policies focused on Northern Virginia including the impacts of state budget and tax policies on low and middle income people in the region, economic trends in Northern Virginia including how workers are faring in the economy and ways to improve workforce development efforts in the region. The Program Director will also lead efforts to develop shared policy engagement strategies among non-profit advocacy partners in the region.

Candidates must have proven experience in policy research and advocacy, excellent communications skills, and the ability to work independently on projects with multiple stakeholder interest.

## RESPONSIBILITIES

- Manage research projects including working with analysts and staff at The Commonwealth Institute main office in Richmond in researching, writing, and disseminating issue briefs, reports, and fact sheets.
- Conduct outreach and coalition building with key partner organizations throughout the region to identify shared policy agenda issues, develop shared engagement strategies, and effectively execute those strategies.
- Provide education and training to partner organizations, stakeholders, and community leaders on fiscal and economic policies and trends in the Northern Virginia region.
- Serve as a resource to answer questions from non-profit organizations, active residents, coalitions, elected officials, and journalists providing credible, timely, and accessible information on fiscal and economic policy issues in Northern Virginia.

## QUALIFICATIONS

- Proven ability to work effectively with a diverse group of stakeholders, advocates, leaders, constituency and community groups.
- A passion for improving the well-being of low- and middle-income individuals and families.
- Excellent written and oral communications skills.
- Knowledge of fiscal, economic, and public assistance programs that impact low- and middle-income individuals and families.
- Experience with policy analysis and familiarity with fiscal and economic policy issues and data sources.
- Strong attention to detail and accuracy in analysis
- Proficiency with Excel and other PC-based software for conducting analysis and making presentations.
- Strong self-motivation and ability to work independently.
- Ability to travel throughout the Northern Virginia region and to Richmond, VA.
- Management experience.
- Graduate degree in public policy or similar field, or comparable experience.

Salary commensurate with experience; excellent benefits, including health and dental insurance, retirement plan employer match; and generous vacation, sick leave, and holiday schedules.

If interested, please send cover letter, resume, and salary history via email to:

Michael Cassidy, President and CEO, The Commonwealth Institute at:  
[Michael@thecommonwealthinstitute.org](mailto:Michael@thecommonwealthinstitute.org)

In the subject line of the email, please note: Program Director.

This position is open until filled. Review of applications will begin on November 18, 2011.