SENIOR POLICY FELLOW

Who we are

The Commonwealth Institute for Fiscal Analysis (TCI) provides independent research and analysis of state fiscal and economic policy issues in Virginia, with a focus on how these issues affect middle-class and low-income people in the Commonwealth. TCI’s mission is to use policy research and analysis to advance the well-being of Virginia communities, and improve the economic security and social opportunities of all Virginians.

TCI is seeking an experienced Senior Policy Fellow to lead and accelerate an active portfolio of policy reform work that strengthens labor policies and addresses the criminalization of poverty 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.

What You'll Do

- Make progress on challenging policy issues by producing high-impact research and analysis with accompanying policy recommendations on priority labor and wage policies (e.g., increasing the minimum wage) and reducing the criminalization of poverty (e.g., ending the use of fines and fees in the criminal justice system).

- Engage the community of diverse stakeholders to understand and use these recommendations in their work.

- Explain your findings to the public by crafting op-eds, infographics, and similar materials in conjunction with the Communications team.

- Lead policy advocacy efforts, including coordinating with partners and legislators, related to your policy areas.

- Collaborate with the TCI leadership team to ensure alignment with the whole team on executing this policy portfolio.
● Ensure the organization’s sustainability by assisting the leadership team and grants management leads as needed.

ADDITIONAL EXPECTATIONS:

It is desired that the successful candidate also:

● Possess a problem solving approach to organizational challenges and help maintain an environment supportive of the same.
● Serve as an open and available resource to colleagues across the organization.
● Promptly respond to inquiries from funders, partners, and other interested parties.
● Align with TCI’s culture of proactive management.
● Have knowledge or experience in the use of a racial equity analysis in addressing barriers to opportunity and strategies to reduce income inequality and racism.

REQUIRED QUALIFICATIONS:

● Excellent project management skills with experience in managing and supervising research and advocacy projects
● Experience producing substantive policy research
● Strong written and verbal communication skills with particular attention to maintaining technical accuracy while striving for simple, clear, and efficient expression of information
● Excellent interpersonal skills
● Ability to work within a team
● Ability to perform in cross-functional team approach and job responsibilities
● Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
● Great judgment that balances the political context in which we operate, the mission of the organization, and the tactical and strategic opportunities we can leverage.

ADDITIONAL QUALIFICATIONS AT THE SENIOR LEVEL:

● Experience producing substantive research in support of legislative policy campaigns
● Knowledge of Virginia’s legislative and policy environment.
● General knowledge of Virginia’s local and state budget and tax systems.

Candidates should also be comfortable working in an open office environment, which fosters critical collaboration among colleagues. TCI embraces an “all hands on deck” work environment
where everyone is vital to its success and there is a sense of both individual ownership and shared purpose. TCI’s focus is on outcomes, so its work style allows for flexibility and a solid work-life balance.

**REPORTS TO:** Senior Vice President, Policy and Legislative Affairs

**BASED IN:** Richmond, VA. Telecommuting options are available.

**TRAVEL:** Occasional travel within and out of state may be requested.

**SALARY and BENEFITS:** $75,000 -- $80,000 annual salary. TCI also provides generous benefits including comprehensive health care, dental, and vision coverage; generous vacation leave; and a retirement plan with organizational matching contributions.

This position is funded through a grant with support through May 2021.

**TO APPLY:** Send cover letter and resume to Ashley Kenneth at ashley+hiring@thecommonwealthinstitute.org with the subject line: **Senior Policy Fellow** Posting. No phone calls or other email inquiries please.

*The Commonwealth Institute for Fiscal Analysis is a 501(c)(3) non-profit organization. We are an equal employment opportunity employer committed to building a diverse and inclusive workplace. Women and people of color are encouraged to apply. 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, veteran status, any other class protected under the law, and any other consideration that serves to exclude qualified applicants.*