

## **Job Description**

### **Research Analyst**

#### **National Priorities Project at the Institute for Policy Studies**

#### **Who we are:**

National Priorities Project at the Institute for Policy Studies is dedicated to working with movement partners and activists to ensure that our federal resources prioritize peace, shared prosperity, and economic security for all. NPP at IPS is the only federal budget research project dedicated to making the federal budget transparent and accessible to ordinary Americans. In 2014, the project was nominated for a Nobel Peace Prize for our work on military spending.

The Institute for Policy Studies (IPS) is a progressive think tank dedicated to building a more equitable, ecologically sustainable, and peaceful society. We believe progress occurs when people and movements come together to act on powerful ideas based on equity, peace, and the protection of our planet. Since 1963, we have been challenging corrupt power structures that undermine a true democracy. Today, we are uniting people and movements around real, transformational change through independent research, networking across issues, and visionary platforms.

*The Institute for Policy Studies is strengthened by the diversity of our community and our differences in background, culture, experience, national origin, religion, sexual orientation, and much more. We strongly encourage applications from people of color, women, the LGBTQIA community, and other groups that have historically been subject to discrimination.*

The Research Analyst conducts federal budget research, writes formal and informal analysis and opinion pieces, and oversees NPP's presence on social media (Twitter and Facebook), including creating, identifying and posting content, and monitoring reach, engagement and overall effectiveness on social media. The Research Analyst will also conduct trainings and public speaking, which may expand to include media appearances. The Research Analyst reports to the NPP Program Director.

This is a work-from-home position based in or around Northampton, MA but may shift to an office-based position if funding permits. Frequent travel to Northampton, MA, and occasional evenings, weekends and out of state travel are required.

#### **RESPONSIBILITIES**

1. Develop and maintain federal budget expertise, including knowledge of military spending, the president's budget request, House and Senate budget resolutions, tax revenue and tax expenditures, and other federal budget topics
2. Prepare 101-level resources for layperson audiences on the federal budget and budget process
3. Produce regular web content including blog posts, Facebook and Twitter posts, e-blasts to constituents, and occasional short videos
4. Deliver webinars, lectures, and facilitate workshops for activists and movement partners, and travel occasionally in order to do so
5. Fulfill research requests for constituents and work directly with partner organizations to fulfill research needs
6. Respond to media inquiries, including live radio interviews

7. Participate in shaping NPP's goals and strategy, including how best to use new media and other tools to disseminate information and activate constituents to take action in our democracy in conjunction with the IPS communications team
8. Monitor NPP's media presence; Track and post press releases and media hits on website
9. Distribute website and social media content to partners for redistribution

## **QUALIFICATIONS**

### Required

1. Commitment to a mission of research for social good
2. Demonstrated work or school experience and interest in public policy, political science, international relations, economics or related field
3. Experience or coursework in creating basic descriptive statistics (percentages, basic charts, etc.)
4. Ability to give and receive thoughtful, constructive feedback to foster a productive and collaborative research environment
5. Excellent written and verbal communication skills
6. Highly organized, acute attention to detail, able to multi-task and prioritize
7. Pro-active problem solver and eager to take initiative
8. Familiarity with Facebook and Twitter
9. Must have transportation to and from Northampton, MA, including occasional evenings

### Preferred/ Desired

1. Two to five years work experience in a research or public policy fields
2. Understanding of the federal government and the political process
3. Knowledge of web analytics, including Google Analytics, Google AdWords, and social media metrics tools such as Facebook Insights and Twitter Analytics

## **REPORTING AND SUPERVISION**

This is a full-time position that reports to Program Director and is responsible for working collaboratively with all IPS staff, interns and fellows. This position may supervise student interns.

## **TERMS**

This position is ongoing, subject to continued funding.

## **HOW TO APPLY**

Please send in the following materials in a single PDF to [apply@ips-dc.org](mailto:apply@ips-dc.org) with "Research Analyst" in the subject line:

1. A cover letter explaining your interest in communications work and any related experience
2. Your resume
3. Three references
4. A writing sample not exceeding 2 pages in length. We prefer non-academic papers, perhaps a blog post, or a press release.

Please submit materials by **July 9, 2018**. Applications will be reviewed on a rolling basis.