



Missouri Budget Project

Position Announcement: Outreach Coordinator & Policy Analyst

The Missouri Budget Project (MBP) is an independent, statewide public policy and advocacy organization focused on improving the quality of life for all Missourians by informing public policy decisions through objective research and analysis of state budget, tax, health and economic issues.

We believe that Missouri can be a state in which economic opportunity and well-being are shared among all citizens; a state where children have access to quality education from preschool through higher education so that they have the best possible shot at success in life; a state where all families can get the health care they need in order to live healthy, productive lives; and a state where families live in safe, thriving communities with state of the art infrastructure and a high quality of life. We believe in a bright future for our children, security for our seniors, and an economic environment where working hard means you can get ahead.

But this environment doesn't just happen. For our state to be a place where Missouri families, small businesses, and a strong middle-class can thrive, and where everyone has the best possible chance at a brighter tomorrow, we need to invest in Missourians, and invest in the services that provide the foundation for all to succeed. And this is why the Missouri Budget Project does our work. By providing unique analyses of critical issues, outreach and communications to raise awareness and engage Missourians in policy debates, and by developing powerful coalition partnerships, we advance change and can impact the public policy decisions that affect the lives of all Missourians.

Join Our Team - Position Overview: Missouri Budget Project seeks a motivated, dynamic and dedicated individual to serve as our Outreach Coordinator and Policy Analyst. The person will provide leadership in designing and implementing a comprehensive, strategic outreach plan to inform and motivate diverse "grassstops" constituencies around state policy issues. The individual will also conduct outreach to and build partnerships with ethnically, racially and economically diverse community organizations. The Outreach Coordinator/Policy Analyst will cultivate new relationships and strengthen existing relationships between MBP and community leaders across the state in order to advance MBP's policy agenda. The Outreach Coordinator/Policy Analyst will also conduct analysis of policy issues, and the impact of policy issues on diverse segments of Missourians. The person should be fluent in the use of census data and other social and economic data sources, and able to convey quantitative data in ways that are easily understood. **The Missouri Budget Project is an equal-opportunity employer and values diversity and inclusion as essential to creating an effective organization, and strongly encourages people of color to apply.**

Duties and Responsibilities:

The following duties and responsibilities reflect those the Outreach Coordinator/Policy Analyst will be asked to perform:

1. External Relations

- In collaboration with other staff and community partners, develop and implement a comprehensive strategic outreach plan.

- Maintain relationships with coalition partners, community opinion leaders and other stakeholders and cultivate new relationships.
- Promote a positive image of MBP in community settings.
- Respond to requests for information.
- Write and deliver speeches and presentations in various venues.
- Represent MBP in relevant workgroups, coalitions and committees.
- Plan conferences/forums with organizational partners and provide presentations.
- Conduct a variety of outreach activities to further the mission of MBP

2. Policy Analysis, Research and Writing

- Maintains up to date knowledge on literature and activities related to MBP's focus areas.
- Utilizes quantitative data to conduct research on the impact of public policy options.
- Conducts research and analysis of substantive policy issues and produces presentations, policy briefs, fact sheets and blog posts to be used in various venues.

Supervisor: The Outreach Coordinator reports and is accountable to the Executive Director.

Qualifications:

- Advanced degree in public policy, economics, social work, sociology, political science, law or related field strongly preferred (professional experience in social and economic data analysis combined with an undergraduate degree may be considered in lieu of an advanced degree);
- Experience with using, analyzing and accessing quantitative data including using Census, Bureau of Economic Analysis, and other data.
- A commitment to equity of all types (racial, gender, income).
- Fluency working with spreadsheets, particularly Microsoft Excel, and proficiency in Microsoft Office.
- Ability to work independently and on multiple tasks in a time-sensitive manner.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to non-policy oriented audiences.
- Knowledge/expertise in an area of state policy such as budget and tax policy, health care, human services, education policy; and the ability and willingness to develop expertise in other areas.
- Ability and willingness to travel statewide as necessary.

Salary and Benefits:

The Missouri Budget Project provides a competitive salary, commensurate with experience, and benefits which include employee health, dental and life insurance, personal, vacation and sick leave.

To Apply:

Send a cover letter, resume, short (3-5 pages) writing sample, and three references to:
tgleason@mobudget.org.

Deadline:

The position will remain open until filled; however, early applications are encouraged.