



## COLORADO FISCAL POLICY INSTITUTE

Justice and Economic Security for *all* Coloradans

### **Position Announcement – Fiscal Policy Analyst**

The Colorado Fiscal Policy Institute seeks to hire a permanent, full-time fiscal policy analyst.

The Colorado Fiscal Policy Institute (COFPI), a project of the Colorado Center on Law and Policy, provides research, analysis and advocacy on budget, tax and other fiscal issues in Colorado, with an emphasis on how fiscal decisions affect lower income Coloradans.

#### **General Description**

The Fiscal Policy Analyst will enhance the ability of COFPI to provide the public, policymakers and the media with credible, accessible and timely information on budget, tax and other fiscal issues in the state of Colorado.

#### **Responsibilities**

- Track the annual state budget process as it moves from the release of the Governor’s budget to final approval and implementation, maintaining current spending data that reflects changes due to supplemental budgets or mid-year cuts, monitoring other fiscal developments and revenue forecasts, and translating this data into publications and presentations that are timely and understandable to a variety of different users. This includes an overview and analysis of each version of the budget, as well as short fact sheets and memos.
- Research and write reports that offer a longer-term view of Colorado budget policy, such as analyses of historical spending trends and budget priorities, budget projections, interstate comparisons, in-depth examinations of specific issues (e.g., TANF, health care local aid) and scrutiny of the budget process itself, including assessments of budget transparency.
- Train and educate the memberships and the leaderships of other non-profit organizations, on budget and other state fiscal issues through briefings or other presentations.
- Serve as a resource for, and provide credible, timely information to, policymakers, the press, and other organizations on the budget and other state fiscal issues.
- Promote the COFPI’s research findings through print interviews and radio and television appearances as needed.
- Monitor other legislation related to state budget and tax issues and other policy issues identified by COFPI staff.
- Analyze economic data to identify the impact of state and federal policies on lower income Coloradans.
- Other duties as assigned.

## **Requirements**

- Degree in economics, public policy or a related field, advanced degree preferred.
- Two to five years experience in policy analysis and a knowledge of budget issues, state and federal data sources and the legislative process.
- Excellent written and verbal communication skills, including the ability to communicate complex, technical information to non-expert audiences in a variety of settings.
- Ability to think strategically, identify opportunities and develop public policy options.
- Strong analytic skills and proficiency with MS Excel, Word, PowerPoint and other software programs as necessary.
- Must be a self-starter with the ability to work independently in a fast-paced environment.
- Demonstrated commitment to social and economic justice for low-income people and the mission of COFPI.
- Demonstrated ability to meet deadlines and manage competing priorities.
- Commitment to promoting COFPI's priority of inclusiveness.
- Organized and adaptable.

## **Compensation**

This position is based in Denver but will require some travel. Starting salary range \$45,000 to \$60,000, depending upon qualifications and experience. Benefits include health, dental, life, short and long term disability, 403(b) match and generous health, annual and holiday leave.

## **COFPI is an Equal Opportunity Employer**

The Colorado Center on Law and Policy strives to be an inclusive organization, and as such takes affirmative action to insure that discrimination does not occur against an employee or applicant on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law or organizational policy. Persons of color and persons fluent in Spanish are encouraged to apply.

## **To Apply**

Applications accepted until Monday, December 7, 2009. Please send resume, short writing sample, cover letter and the names and contact information of three references to:

Fiscal Policy Analyst

Colorado Fiscal Policy Institute, a project of the Colorado Center on Law and Policy  
789 Sherman Street, Suite 300  
Denver, Colorado 80203

Email: [chedges@cclponline.org](mailto:chedges@cclponline.org)

*If applying by email, please put "Fiscal Policy Analyst" in the subject field.*

**Please no calls.**