

# POSITION ANNOUNCEMENT

## Senior Policy Associate

### Organization Overview

*Establishing and changing ideas and perceptions about what makes good and effective public policy.*

The Center for the Study of Social Policy (CSSP), located in Washington, DC, is a nonprofit public policy and technical assistance organization. Our work centers on increasing the chances that vulnerable children will thrive and have developmental supports, access to a quality education and other opportunities that lead to a brighter future, and that families experience the support and financial stability they need to rear healthy and successful children. We work in partnership with federal, state and local governments and communities to shape new ideas for public policy, and develop and support networks of innovators and best practices.

### Job Description

The Senior Policy Associate is responsible for analyzing fiscal and public policy developments at the federal, state and/or local levels, designing and conducting research related to improving the outcomes for vulnerable children and families through public policy and innovative financing strategies, providing technical assistance to local communities on fiscal strategies and opportunities, participating in ongoing CSSP programmatic work (e.g., Institutional Analysis of Racial Equity in Child Welfare, Child Welfare and other public system reform, Strengthening Families, and/or Making Connections), and writing policy and research reports and web content.

Specific duties include:

#### **Legislation, Tax and Budget Research and Analysis** (35-40% time)

- Stay abreast of current literature and activities related to CSSP's focus areas.
- Track state and federal policy developments and use analytic skills to identify the potential impact of economic and fiscal policies on vulnerable children, families, and communities.
- Work with CSSP programmatic teams to identify public policy and financing strategies that have the potential to promote healthy family development and build strong communities.
- Identify opportunities to conduct new research and analyses.

#### **Technical Assistance** (20-25% time)

- Respond to requests for financing and policy development assistance from policymaker and community groups.
- Identify new federal funding opportunities that have the potential to support and sustain local efforts to assure children get a good start in life and succeed in school, families have the financial means to support their children's healthy development, and communities provide economic opportunities and other supports to families.
- Assist with building out CSSP's results-oriented financing TA framework.
- Facilitate relationships with key partners in CSSP's work.

#### **Writing Policy Briefs, Reports and Special-Purpose Pieces** (20-25% time)

- Conceptualize and produce a wide range of policy and financing products from full-length research reports to white papers to quick-turnaround background memos and briefing reports.
- Work with CSSP staff and consultants to disseminate information through our Policy for Results website, other web-based tools, and written products.

### **Other Duties** (5-10% time)

- Represent CSSP to key constituents and partners, including designated coalitions and committees foundations, policymakers, elected and appointed public officials, advocates, researchers and practitioners and the public at-large.
- Participate in conferences and state and national meetings to provide information about CSSP's policy and financing work.
- Other duties as assigned.

## **Qualifications**

- Demonstrated commitment to the mission and values of CSSP.
- Substantial knowledge of public policy and financing strategies in one or more of the following areas: human services, education, early care and education, work and income support, youth development, family support, parent and resident engagement, and/or community organizing.
- Experience with legislative and budget processes at the state or federal level.
- Knowledge of financing and policy issues affecting low- and moderate-income people, including tax policy.
- Ability to present policy and research information to a variety of audiences, including policymakers, service providers, advocacy organizations, and community members.
- Commitment to eradicating structural racism where it exists, interest in analyzing and addressing racial disparities and other inequities, and desire to participate in CSSP's internal capacity building work on these issues.
- Exceptional conceptual and analytical skills and ability to communicate orally and in written form.
- Essential computer skills – in particular, proficient in MS Word, Excel, Outlook and the Internet.
- Experience creating web content.
- Flexibility and an ability to work in a dynamic and fast-paced environment.
- Ability and willingness to travel.
- A Bachelors with a minimum of 8 years experience, or Masters with 5 years of experience, or a PhD in public policy, sociology, law, economics or a related field.

## **Compensation and Benefits**

Starting salary is commensurate with experience. Excellent benefits including short- and long-term disability, life insurance, health insurance, retirement benefits, generous vacation, sick, and holiday leave schedules provided. CSSP is an equal opportunity employer and strongly believe that our organization and our work benefit from the experiences and perspectives of a diverse staff.

**Qualified applicants should send resume, cover letter, salary requirements and a writing sample to:**

Denise Thompkins  
CSSP  
1575 Eye Street, NW, Suite 500  
Washington, DC 20005  
ATT: Senior Level Position  
Director of Administration and Operations  
[Denise.Thompkins@cssp.org](mailto:Denise.Thompkins@cssp.org)