

Position Announcement Research Analyst

Organizational information:

The Center for Public Policy Priorities believes in a Texas that offers everyone the chance to compete and succeed in life. We envision a Texas where everyone is healthy, well-educated, and financially secure. We want the best Texas – a proud state that sets the bar nationally by expanding opportunity for all. CPPP is an independent public policy organization that uses data and analysis to advocate for solutions that enable Texans of all backgrounds to reach their full potential.

The Benedictine Sisters of Boerne, Texas founded CPPP in 1985 to advance public policy solutions for expanding access to health care. We became an independent, tax-exempt organization in 1999, and over time our focus has expanded to include economic opportunity and fiscal policy. We are a nonpartisan, nonprofit 501(c)(3) organization located in Austin, Texas and work state-wide.

Overview of position:

CPPP seeks a highly skilled Research Analyst to be the primary database administrator and data analyst, engage in public education, and assist with fundraising to further CPPP's core purpose, vision, and goals for Texas. We are looking for someone who excels in a collaborative environment and shares our commitment to creating the best Texas for hard-working people and their families. The Research Analyst is a member of the Research and Planning team, which uses data to connect the dots, builds systems for staff development and support, and engages allies to strengthen CPPP's cross-area work and CPPP's vision for Texas. The position will report to the Associate Director, Research and Planning and work closely with the Policy and Planning Analyst, Communications Director, Development Director, and other policy staff.

Roles and responsibilities:

- Develops and maintains extensive knowledge of national, state, and local data sources and collects and manages data from state and federal agencies and other data organizations.
- Analyzes data, regularly updates key database systems housed at the Center, and produces regular reports, briefing papers, and information alerts that are data-based, timely, credible, persuasive, and easily understood by the public.
- Helps to identify and pursue relevant grant and fee-for-service opportunities consistent with the Research and Planning team's goals.
- Defines the goals, scope, and budget of internal research projects and/or fee-for-service projects (reports, briefs, data tools, etc.) in collaboration with relevant staff or clients.
- Provides data support and technical assistance to policy staff, stakeholders and media.
- Maintains effective working relationships with state and local policymakers, the media, advocates, service providers, and national organizations and think tanks.
- Engages in public education across Texas with local and state leaders, the media, service providers, advocates, and policymakers.
- When funding and project requirements permit, may supervise a graduate student intern to assist with relevant projects.

And other duties as assigned

Minimum Qualifications:

- **Committed to social justice and equity.** You have a demonstrated commitment to CPPP’s vision of a Texas where everyone is healthy, well-educated, and financially secure and has the chance to compete and succeed in life. You believe that improving outcomes for all Texans requires local and state policies that promote equity.
- **Experienced.** You have a master’s degree in relevant field combined with 2 years of relevant work experience.
- **Collaborative coworker.** You have strong interpersonal skills and an ability to work collaboratively and effectively with others in a team environment.
- **Embrace your inner data nerd.** You have strong experience with quantitative research methods or related field, the Census Bureau’s multiple data sources and systems, and statistical software (e.g., SPSS, STATA, or SAS).
- **Tenacious about details and organization.** Others may have described you as slightly obsessive.
- **Juggle a wide range of tasks across multiple projects.** You can multi-task effectively, keep items from slipping through the cracks, and complete projects under time constraints.
- **Communicate clearly.** You have exceptional writing and presentation skills and are able to synthesize complex data and concepts into concise and compelling prose appropriate to your audience. You are comfortable on the phone and find it easy to put your thoughts into words.
- **Embrace feedback and revision.** You understand that great writing is iterative and find value in the process as well as the final product.
- **Understand new concepts quickly.** You can rapidly get up to speed on a new topic. You continually absorb, integrate, or catalog new information with ease.
- **Adaptable to changing circumstances.** You like to have a plan, but you are also flexible and are comfortable making adjustments when necessary.

Status:

- Full time
- FLSA Exempt

Compensation: Salary will be commensurate with experience, and our salary range is available upon request by qualified applicants. The Center offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement, and generous vacation, leave, and holidays.

To apply: Please email a cover letter, resume, and two references by close of business on Friday, July 15, 2016 to job@cphp.org (use subject line: CPPP Research Analyst). The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description. Please also include your salary expectations.

E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position; please do not call.

The Center for Public Policy Priorities is an Equal Opportunity Employer and encourages all qualified applicants to apply.