Job Posting: Data Analyst

The Institute on Taxation and Economic Policy, a non-profit, non-partisan research organization, conducts rigorous analyses of tax and economic proposals and provides recommendations to shape tax policy. ITEP’s influential staff works with policymakers and partners to research, support, and develop tax policies that reduce inequality and fund public services. Our unique microsimulation model builds understanding of who pays taxes across income, race, and geography at the state and federal levels. Our research helps steer the debate about how taxing high corporate and individual income will enable public investment, enhance economic and racial equity, and improve lives.

ITEP seeks a Data Analyst to maintain and enhance our tax model and conduct research. Projects may include comparing estimates of wealth gaps; disaggregating revenue by race and ethnicity; using state, local, and national economic data; or providing customized data and technical assistance to our state and federal researchers and partners.

The ideal candidate has 3-4 years' post-undergraduate experience (or a master’s degree plus 1-2 years' experience) researching and using data to analyze policy and the economy; interest in tax and economic policy; experience with large datasets; and familiarity with statistical programming packages (Stata, R, Python). Position, in Washington, D.C., or remote, is part of our Model and Data Team. Travel to D.C. required a minimum of four times a year.

Position Summary
This position supports database and model development. Primary responsibilities include:

- Conduct research and analysis in support of ITEP projects and initiatives, such as disaggregating data by race and ethnicity, developing methodologies to document wealth gaps, or examining homeownership gaps.
- Collect and analyze data to describe the impact of tax and fiscal policies on families and the economy.
- Maintain and improve data resources and tools for the state and federal policy teams and for state and local partners. Keep abreast of new data resources that could enhance ITEP’s work.
- Respond to technical assistance requests internally and externally, particularly on research, economic policy, and data-related questions.
- Produce custom statistics and data sets for use in analyses that form the basis of reports, specific tax campaigns, and advocacy efforts.
- Assist in supporting and maintaining ITEP’s internal data management and data infrastructure.
- Review teammates’ work and contribute to ITEP written products.
- Assist in developing innovative solutions to improve existing internal systems.
- Conduct internal trainings to share skills and experience and promote a culture of peer learning.

Additional responsibilities could include:

- Occasionally produce written materials for internal or external use, in collaboration with communications staff, with particular focus on writing about data related to tax and fiscal policy.
- Represent ITEP in meetings, presentations, or briefings.
- Develop understanding of key ITEP issues and policies in consultation with policy staff.
- Other duties as assigned.
Who You Are

Qualifications:
• Bachelor’s degree in a relevant field plus at least 3-4 years’ experience researching and using data to analyze public policy and/or the economy. A relevant master’s degree may substitute for as many as 2 years of work experience.
• Experience with large datasets, microdata analysis, and statistical software (Stata, R, Python).
• Strong statistics competency and understanding of econometric techniques, such as those gained through a master’s or professional degree in economics, public policy, or a related field.
• Familiarity with publicly available data sources, including the Census and labor market statistics.
• Facility with the Microsoft Office Suite, expertise in Excel, knowledge of Tableau or GIS a bonus.

Traits and interests:
• Passion for pursuing a progressive vision of economic justice through the tax code.
• Commitment to economic, racial, and gender justice.
• Interest in policy research and advocacy; ability to read and analyze policy language.
• Self-motivation and ability to work independently.
• Ability to collaborate and work as part of a team and with diverse partners.
• Innovation about streamlining analytical processes and smoothing coordination among teams.
• Strong organizational skills.

Salary and Benefits
The salary range for this position range is $63,000 to $76,000 dependent on experience, plus benefits. ITEP provides excellent benefits effective on start date. These include:
• 100 percent of the premium for health and dental insurance for you and your family members.
• 403 (B) plan to which ITEP contributes 10% of employee’s salary.
• All federal holidays plus Election Day and the period between Christmas and New Year’s Day.
• Employees may take paid leave for vacation and sick time at their discretion with advance notice and approval.
• ITEP provides 12 weeks of paid parental leave. After five years of consecutive employment at ITEP, staff are eligible for a six-week paid sabbatical.

To apply, send your resume, a cover letter highlighting relevant experience and your interest in working at ITEP, and a brief sample of statistical code to data@itep.org with “Data Analyst” in the subject line. Applications without a cover letter or code sample will not be considered. We will begin screening applications on July 23 and will accept applications until the position is filled.

The Institute on Taxation and Economic Policy is an Equal Opportunity Employer. We value and welcome diversity in the workplace. We strongly encourage all applicants, regardless of race, ethnicity, religion, gender, national origin, age, disability, marital status, veteran status, sexual orientation or any legally protected status.