

Job Description State Policy Analysts (2 Positions)

The Institute on Taxation and Economic Policy (ITEP) is a non-profit research organization that analyzes tax laws and tax proposals at the federal, state and local levels. ITEP's work demonstrates the need to raise more revenue from corporations and wealthy individuals. Our small, influential staff works with policymakers and front-line partners to research, support, and develop tax policies that address inequality. Our unique microsimulation model builds understanding of who pays taxes across income, race and geography at the state and federal levels. Our research on corporate taxes helps steer the debate about tax justice and our findings are regularly cited by journalists nationwide. A more equitable tax system that will enable public investment, enhance economic and racial equity, and improve lives.

ITEP is seeking to grow its state policy team with two new policy analyst hires. One of the analysts will work to expand ITEP's research portfolio in high-priority areas through in-depth investigation into issues such as wealth taxation and options for addressing racial inequities in state and local tax codes. The other will serve as ITEP's go-to expert on the tax policies of a dozen states and will be the primary point of contact between ITEP and researchers and advocates in those states. **Interested applicants should indicate in their cover letter whether they are applying for the first position (multistate research), second position (state-specific analysis), or both.**

State Policy Analyst (multistate research)

ITEP seeks a Policy Analyst to help build ITEP's research portfolio into underexplored, emerging, and otherwise high-priority issue areas. The importance of tax policy from a racial equity perspective will be a key part of the analyst's work. This position will primarily focus on state- and local-level tax policy but may also include some work on federal tax policy, especially at the intersection of federal and state taxes. The Policy Analyst will report to our Research Director.

Approximately 80 percent of the analyst's time will be spent developing issue area expertise. The analyst will serve as ITEP's go-to expert, both internally and externally, on the issue areas in which they develop expertise. ITEP analyses and experts are quoted frequently in the media and relied upon heavily by policymakers and advocates.

The other 20 percent of this position's time will be devoted to serving as ITEP's in-house expert on the tax policies of two to three specific states and acting as the point of contact with state researchers and advocates in those states. Our partners are an influential presence in state tax debates, and they ensure that our analyses help to inform better tax policy.

Primary responsibilities include:

- Research and develop issue area expertise in specific areas of state, local, and federal tax policy. The initial focus will be on ideas to advance the more equitable taxation of wealth and tax options for addressing racial economic inequities. Over time the role will likely evolve and expand to include additional issue areas.
- Contribute to the tax policy field, and the public discourse, through reports, briefs, blog posts, media interviews, and presentations.
- Serve as the primary point of contact between ITEP and state researchers and advocates in two to three assigned states. Use ITEP's microsimulation tax model to analyze the revenue and distributional impact of tax laws and proposals in those states (during state legislative sessions this work is highly time-sensitive). Monitor tax policy developments in those states and contribute weekly to the State Tax Rundown blog and newsletter with summaries of recent developments.

Desired Experience and Skills:

- Familiarity with/interest in tax or economic policy.
- Ability and interest in working with data. Strong analytical and quantitative skills, and an interest in problem-solving.
- Ability and interest in reading and summarizing statutes, bill language, regulations, and technical academic articles.
- Demonstrated research, writing, and communications skills, including the ability to communicate technical information clearly to a range of audiences.
- Self-starter, ability to work independently, and ability to prioritize tasks.
- Willingness to work as a part of a team and in close collaboration with partners.
- Demonstrated commitment to economic and tax justice and racial and gender equity.
- At least three years of work experience or one year of experience plus advanced degree.
- The right candidate for this role will have a mix of experience and skills that may look different than what this position outlines.

State Policy Analyst (state-specific analysis)

ITEP seeks a Policy Analyst to help advance equitable and adequate state and local tax policy. The position will work closely with a team of ITEP analysts, researchers, and communications staff as well as a network of state and national partner organizations. The Policy Analyst will report to our Deputy Executive Director.

Approximately 80 percent of this position's time will be devoted to serving as ITEP's in-house expert on the tax policies of 12 states and acting as the point of contact with state researchers and advocates in those states. This will include working with partners to design progressive tax proposals, providing quick turnaround analyses of legislative proposals, developing a deep understanding of each states' tax codes, and closely monitoring tax policy developments in the assigned states. Our partners are an influential presence in state tax debates, and they ensure that our analyses help to inform better tax policy.

The other 20 percent of the analyst's time will be spent developing issue area expertise. The analyst will serve as ITEP's go-to expert, both internally and externally, on the issue areas in which they develop expertise. This work could include writing policy briefs, reports, and contributing to ITEP's blog. ITEP analyses and experts are quoted frequently in the media and relied upon heavily by policymakers and advocates.

Primary responsibilities include:

- Develop expertise on state-specific tax policy and serve as the primary point of contact between ITEP and state researchers, advocates, and policymakers in 12 assigned states.
- Provide technical assistance, policy expertise, and strategic guidance to partner organizations and policymakers seeking to build more equitable and adequate state and local tax codes.
- Analyze the revenue, distributional, and racial equity impact of tax laws and proposals in various states using ITEP's microsimulation tax model. During state legislative sessions this work is highly time-sensitive and part of the role is working with the state team to assess the priority level of requests and complete the analysis to share with partners quickly enough to impact debates.
- In coordination with the Research Director and other members of the state policy team, lead or participate in research and analyses of a variety of state and local tax policy issues and communicate findings in reports, briefs, op-eds, blog posts, presentations, and other mediums. Each member of ITEP's state policy team has the opportunity to develop expertise in at least one fiscal policy issue and the team collaborates on larger products such as our Who Pays? report.
- Monitor trends in state tax policy across states and specifically in assigned states. Contribute weekly to the State Tax Rundown blog and newsletter with stories from your states and occasionally contribute state-specific blog posts.

Desired Experience and Skills:

- Familiarity with/interest in tax or economic policy.
- Exposure to state policy and an interest in advancing state-level policy.
- Strong analytic skills, including experience using Excel and an interest in problem-solving.
- Demonstrated research, writing, and communications skills, including the ability to communicate technical information clearly to a range of audiences.
- Self-starter, ability to work independently, and ability to prioritize tasks.
- Interest in working with a close-knit team and in close collaboration with partners.
- Demonstrated commitment to economic and tax justice and racial and gender equity.
- At least three years of work experience or one year of experience plus advanced degree.
- The right candidate for this role will have a mix of experience and skills that may look different than what this position outlines.

Compensation

- Salary hiring range for both positions: \$63,000 to \$76,000, depending on experience.
- Generous benefits include:
 - 100 percent health and dental coverage for staff and family.
 - 403(b) retirement plan to which ITEP contributes 10 percent of salary.
 - All federal holidays plus Election Day, Juneteenth and the period from Christmas to Jan 2.
 - Employees may take paid leave at their discretion, with advance notice and approval by their direct supervisor.
 - 12 weeks paid parental leave.
 - 6-week paid sabbatical eligibility after five years.

Location

ITEP is based in Washington, DC, however remote-working arrangements are possible under this position.

To apply

Send single PDF file containing one-page cover letter and resume to statejobs@itep.org. We will begin screening applications the week of June 14th.

Candidates interested in applying to both positions are welcome to submit one application, but please indicate your interest in both in the cover letter and subject line when you apply. Subject line should indicate the position for which you are applying: Multi-State Research or State-Specific or both.

We will accept applications until positions are filled, and we will inform all applicants when filled. No additional calls or emails.

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