



INSTITUTE ON TAXATION AND ECONOMIC POLICY



Position Profile

Executive Director Institute on Taxation and Economic Policy and Citizens for Tax Justice Washington D.C.

Based in Washington, D.C., the Institute on Taxation and Economic Policy and the Citizens for Tax Justice seek an innovative and dynamic external leader and strong manager with a deep appreciation for the impact of federal and state tax policies on social justice.

The organizations are in the midst of a strategic realignment that will allow the next leader to implement a combined leadership agenda for the first time that builds on and deepens the organizations' strong track records in providing high quality research about, and advocating for, tax fairness. The realignment will allow the next leader to strategize with the Board about the highest and best use of each organization and its staff.

The Organizations

Founded in 1980, the Institute on Taxation and Economic Policy (ITEP) is a 501(c)(3) organization that produces timely, accessible, and sound research and analyses on federal, state, and local tax policy issues. ITEP's research helps inform policy makers, advocates, the media and general public about the fairness, adequacy, and sustainability of existing tax structures, and how proposed tax changes would impact revenues and taxpayers across the income spectrum.

Founded in 1979, Citizens for Tax Justice (CTJ) is a 501(c)(4) organization that gives ordinary people a greater voice in the development of tax laws. CTJ fights for tax fairness by advocating that the wealthy pay their fair share; closing corporate tax loopholes and adequately funding important government services.

ITEP works in collaboration with state-based and national partners to foster a better understanding of federal, state, and local tax policy, providing them with data analysis, technical support, and strategic guidance on ways to improve tax systems. ITEP maintains a unique "microsimulation tax model" that uses a large sample of tax returns and other data to estimate the impact of tax systems and proposals on taxpayers at different income levels at the state and federal level. ITEP's work helps ensure that

important fiscal policy decisions are subject to careful and objective scrutiny, and that the potential impact on overall tax revenues and on families at different income levels are made widely known. In recent years, ITEP's work has played a critical role in putting a halt to many of the most destructive tax plans proposed in the states, and helped to lessen the impact of many others.

ITEP's flagship report on state policy is [Who Pays? A Distributional Analysis of the Tax Systems in All 50 States](#). Updated most recently in 2015, the report's major finding is that, while there is a significant difference between states, on average, state and local tax systems require the poorest taxpayers to pay the highest effective tax rate. Policymakers, journalists, advocates, researchers, citizens, state revenue departments, legislative fiscal offices, and other key stakeholders have relied on the report since it was first published in 1996. ITEP also produces periodic reports that document the extent to which major corporations pay or don't pay income taxes, and other reports on a range of federal and state tax policy issues.

Citizens for Tax Justice is a 501(c)(4) public interest research and advocacy organization that has played a significant role over the years in many federal tax policy debates. Since its inception, CTJ has worked to level the tax playing field for the typical working person by transforming and reframing the way that people talk about taxes, particularly corporate taxes, based on research findings from ITEP.

CTJ and ITEP's findings are distributed through websites, blog posts, and social media. The organizations are regularly cited in every form of news media, at the national, state and local levels, and their experts are frequently asked to comment on policy developments.

Organizational Structure and Budget

ITEP and CTJ have a combined budget of slightly more than \$2 million. Most of the funds come from foundation grants; other funding comes from unions and individual donors. They receive no government funding. In addition, ITEP has a \$2.5 million endowment, established by a private foundation, which provides annual support of between \$50,000 and \$250,000.

The organizations have a total of 14 staff positions, two of which are part-time. Many ITEP staff work outside of Washington, D.C. The organizations will continue to benefit from the expertise and institutional knowledge of Robert McIntyre and Matthew Gardner, who will serve as senior fellows.

The Executive Director will report to both the ITEP and CTJ Boards. The boards include experts in state and federal tax policy and their impacts on workers, families and communities.

For additional information please visit ITEP's website at www.itep.org and CTJs website at www.ctj.org.

The Position

Working with the ITEP and CTJ Boards of Directors, the Executive Director provides vision, direction, leadership, passion, and management to the organizations.

Near-Term Priorities

- Provide a cohesive leadership agenda that gives direction and guidance to staff on strategic, operational and programmatic issues across both organizations.
- Complete the realignment between the two organizations including further definition of staff roles, implementation of cost sharing agreements, and strengthening board capacities.
- Enhance the visibility and amplify the voice of ITEP and refine each organization's brand while highlighting the impact of the microsimulation tax model.
- Continue to build on and expand the organizations' niche in federal tax policy analysis.

Leadership and Strategic Direction

- Maintain and build strong external relationships and partnerships, communication strategies and alliances with key stakeholders at the federal and state level, including national network partners.
- Build and maintain an effective working relationship with each Board and its leadership, while enhancing the Boards' capacity in key areas.
- Engage in public speaking, writing, policy advocacy and media that help transform the debate about tax policy and advocacy.
- Maintain a current and working knowledge of significant developments and trends in the fields of tax policy.

Manage Organization

- Provide leadership and direction to ITEP/CTJ's highly talented and dedicated staff that insures that the strategic realignment increases the impact of both organizations and allows talented staff to continue to thrive.
- Develop a fundraising plan that maintains relationships with long-term loyal donors and attracts funding from new sources.
- Maintain the overall administration of the day-to-day affairs of the organizations.
- Insure that both organizations continue to produce high quality products that are widely respected.
- Manage resources and ensure compliance with established laws, regulations, contractual obligations, policies and proper internal systems and controls, particularly as they relate to compliance with IRS and donor restrictions.

Experience and Attributes

Ideal candidates for this position will have strong policy and advocacy backgrounds, strong internal management skills and strong external leadership skills. Candidate skills and subject matter knowledge should include:

- Strong management skills that support existing talented staff in multiple locations, and fosters collaboration across programmatic and organizational lines.

- Strong analytic skills and a successful track record of supervising the production and dissemination of analyses that significantly affect public policy debates.
- Working knowledge of, or experience with, policy and/or advocacy related to impact of federal tax policy and/or state tax policy on social justice issues.
- Highly skilled and diplomatic consensus builder with excellent listening and interpersonal skills.
- Strong fundraiser with a proven track record in raising funds from private foundations.
- Excellent and persuasive oral and written communication skills that successfully translate complex information.
- 10 or more years of senior management and leadership experience.
- Existing relationships to key federal tax influencers preferred.
- Location in Washington, D.C. strongly preferred.
- Bachelor's degree required. Advanced degree preferred

Salary will be commensurate with experience.

Application Process

ITEP/CTJ have hired [Raffa](#) to assist with the executive search and transition. To apply, **e-mail resume, cover letter and salary requirements** to: ITEP-CTJ@raffa.com (e-mail applications are required and will only be accepted at this email address). If you have questions about the search, please contact: James Sunshine at jsunshine@raffa.com. Resume review begins immediately.

ITEP and CTP are equal opportunity employers and do not discriminate in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other terms and conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression, genetic information, marital status, family responsibilities, or any other status protected by applicable law.