



## Position Announcement: Outreach Strategist and Policy Analyst

**Join Our Team:** The Missouri Budget Project (MBP) is now accepting applications for a full-time **Outreach Strategist and Policy Analyst**. This position will contribute to our outreach and research on a variety of policies to expand economic opportunity and promote well-being in order to ensure that every Missourian has the opportunity to thrive. MBP seeks to expand the diversity of voices in state policy debates by identifying highly motivated candidates who have experience with communities that are traditionally underrepresented. **Applications will be reviewed on a rolling basis as received, with those received prior to December 31<sup>st</sup> given priority. The anticipated start date of Winter-Spring 2025.**

**About the Missouri Budget Project:** The Missouri Budget Project is an independent, statewide public policy and advocacy organization focused on improving the quality of life for all Missourians by informing public policy decisions through objective research and analysis of state budget, tax, health, and economic issues. Through high quality research, strategic communications, outreach and coalition building and advocacy, Missouri Budget Project advances public policies that promote equity and create the foundation upon which all Missourians can thrive. The Missouri Budget Project serves a unique role in Missouri's advocacy community by providing timely, independent fiscal and economic analysis of the key issues facing Missourians.

The Missouri Budget Project values diversity and strongly encourages women, people of color, LGBTQ individuals, and people from other historically underrepresented groups to apply.

**Position Overview:** This position is full-time, will report to MBP's Research Director, and ideally begins in the Winter or Spring of 2025. MBP may consider applicants interested in a two-year fellowship position for qualified candidates. Candidates residing in all areas of Missouri are encouraged to apply.

The **Outreach Strategist and Policy Analyst** will conduct outreach to and build partnerships with ethnically, racially and economically diverse community organizations across Missouri and assist in the production of timely, accessible, and credible research and analysis on state budget, tax, health and economic issues in order to advance MBP's policy agenda.

**Outreach Duties and Responsibilities:** Conduct a variety of outreach activities to further the mission of MBP, including the following activities:

- Maintain relationships with coalition partners, community leaders and other stakeholders and cultivate new relationships, with a particular focus on expanding MBP's partnerships with Black and brown-led and grassroots community organizations across Missouri.
- Provide presentations and promote a positive image of MBP in community settings.
- Represent MBP in relevant workgroups, coalitions and committees and collaborate with advocates, community groups and other stakeholders to advance MBP priorities.
- Plan conferences/forums and provide various logistics support.

**Research Duties and Responsibilities:** Contribute to MBP's research and analysis on state budget, tax, health and economic policies through the following activities:

- Collect and analyze publicly available data to support MBP analyses, update MBP reports and assess the impact of legislation.
- Maintain up-to-date knowledge on research and legislation related to MBP's focus areas by attending webinars, conducting literature reviews, and monitoring legislative activity.
- Cultivate and apply an equity lens to research and policy analysis.
- Assist with responses to requests for information from policymakers and other stakeholders.
- Produce presentations, policy briefs, fact sheets and blog posts to be shared in various venues.

### **Compensation:**

The salary range for this position is \$60,000 - \$65,000 annually (based on experience and qualifications). Reimbursement for travel and other related work expenses will be provided. Benefits include employee health, dental and life insurance, and generous paid leave.

### **Essential Skills/Experience:**

- The ability to work both independently and as part of a team, to prioritize and manage multiple tasks, and to proactively pursue MBP's mission in your areas of responsibility.
- Ability to communicate effectively one-on-one, in group settings, in public presentations, and in culturally diverse settings; exemplary interpersonal skills in person, by phone, and over email.
- Strong research & data analysis skills and experience working with spreadsheets, particularly Microsoft Excel, and Microsoft Office.
- Commitment to racial, ethnic, gender and other forms of equity, and the role of public policy in advancing or blocking shared prosperity.

### **Desired Skills/Experience:**

- Familiarity with using, analyzing and accessing publicly available quantitative data including Census products and/or state & federal administrative records.
- Experience with statistics and quantitative methods, and ability to convey quantitative data in ways that are easily understood.
- Experience with statistical programs such as R or Stata.

### **Education:**

Advanced degree in a related field preferred, or an equivalent combination of education and professional/lived experience.

### **Work Conditions:**

Missouri Budget Project staff work remotely and do not have a central office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible. Position may require some travel in and out of state (typically less than 25% of working time). Ability to work during MBP's normal operating hours (9–5 M-F) and ability to work occasional evenings and weekends, if needed to support events or other organizational activities.

### **To Apply:**

The positions will remain open until filled. However, **applications received before December 31 will be given priority.** Please email a cover letter, resume, and short (1-3 page) writing sample (including at least one data visualization) to: Lindsey Baker, MBP Director of Research, [lbaker@mobudget.org](mailto:lbaker@mobudget.org).

Cover letter should demonstrate why you are interested in this position, emphasize relevant skills and experience, and highlight professional or lived experience with communities that are traditionally underrepresented and/or related policy areas.