

## **Public Policy Analyst: Housing and Workforce Development**

The DC Fiscal Policy Institute (DCFPI) is seeking a Policy Analyst to help lead the organization's research and advocacy work on affordable housing and workforce development policies in the District of Columbia, with a focus on issues affecting low-income residents and people of color. We are looking for someone to conduct research and develop budget and policy solutions to DC's inequities in housing and access to good jobs. The ideal candidate will excel at producing original research, building relationships, leading advocacy efforts on these issues, and informing the public and the press about local budget debates.

DCFPI promotes budget and policy decisions to address DC's longstanding economic and racial inequities, stemming from systemic racism and other factors, and to give residents the opportunity for a secure economic future. We have a proven track record of successfully advocating for the fundamentals that everyone in our city deserves. DCFPI is the leading independent source of information on the DC budget and how the city's resources are spent. We pinpoint how the lives of DC residents are affected by tax and budget decisions and hold policymakers accountable for those decisions. We are a vital resource to other nonprofits, are trusted and respected by DC policymakers, and are frequently cited in the media. Our proposals often become reality and make a meaningful difference in the lives of DC residents.

We are a team of about 10 people—small, but mighty! The Housing/Workforce Development Policy Analyst will work in partnership with DCFPI colleagues who focus on other budget and policy issues that enhance opportunity, economic security, and equity for DC residents: investments in education, health care, and an end to homelessness.

### **Responsibilities**

- Produce policy reports, blogs, and briefs on housing, workforce development, and job quality issues
- Promote effective policy recommendations that improve the lives of District residents
- Conduct original quantitative and qualitative research
- Testify on pending legislation and analyze DC budget proposals related to housing and jobs
- Engage with media, inform policymakers and staff, and collaborate with community-based advocates
- Represent DCFPI in advocacy coalitions
- Present on DCFPI research and the budget process for diverse audiences

### **Minimum Qualifications**

- A commitment to economic, racial, and social justice
- Excellent writing and presentation skills
- Facility with numbers, including the use of spreadsheets
- Ability to take initiative, problem-solve, and think strategically
- Enthusiasm for building relationships across DC's communities

- A minimum of two years of relevant work experience, such as in a relevant government agency, nonprofit policy organization or a direct service organization. A graduate degree in public policy or related field may be substituted for two years' work experience.

### **Additional Preferred Qualifications**

- Knowledge of affordable housing and economic development policy issues
- Familiarity with the District and/or DC Government

### **Compensation**

Salary is commensurate with experience. Excellent benefits include health insurance options, dental and vision coverage, paid family and medical leave, retirement, and generous vacation and sick leave.

### **Career Development**

Candidates will receive on-the-job training in tax and budget policy, the DC legislative process, strategic communications, legislative advocacy, and data and policy analysis. Candidates will have the opportunity to quickly take on increasing responsibility in their issue area, including leading coalitions, writing op-eds, advising the development of legislation, representing DCFPI in key strategic meetings, and presenting to audiences large and small.

The Policy Analyst will have opportunities to connect with colleagues beyond DCFPI engaged in similar work. DCFPI staff have access to experts at the [Center on Budget and Policy Priorities](#) (CBPP), which coordinates the [State Priorities Partnership](#), a network of more than 43 state (and aspiring state) organizations, including DCFPI. Through the Partnership, staff have the opportunity for trainings, fellowship with peers across the country engaged in similar work, and access to resources.

### **Terms of Employment**

- Full-time; exempt position; occasional weeknight and weekend work
- This position will report directly to DCFPI's Policy Director.

### **To Apply**

Applications will be considered on a rolling basis. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.

Please submit a cover letter and resume to [jobs@dcfpi.org](mailto:jobs@dcfpi.org)

- The email subject line should be "Housing/Workforce Policy Analyst Application"
- The cover letter filename should be lastname.coverletter.housingpolicy
- The resume filename should be lastname.resume.housingpolicy

*DC Fiscal Policy Institute (DCFPI) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law including Minorities/Women/Disabilities/Veterans.*