



## Senior Fiscal Analyst Job Announcement

### **About the Public Assets Institute (PAI)**

PAI's mission is to conduct research, perform fiscal analysis, disseminate information, and develop policies that apply the powers of government to improving the wellbeing of ordinary citizens, especially the most vulnerable. PAI provides journalists, advocates, government officials, and ordinary citizens with sound, timely, and understandable analyses of state budgets and taxes, and of the fiscal implications of public policy options. PAI work products inform state fiscal and budget policy debates and contribute to sound decisions that improve the well-being of individuals, communities and the state as a whole.

### **Job Responsibilities**

- Work independently and collaboratively to conduct in-depth research and analysis of state fiscal issues, specifically their effects upon low- and moderate income Vermonters.
- Write reports, op-eds, news releases, and legislative briefing documents on fiscal issues.
- Present and discuss complex tax and budget information and research results in understandable language before various audiences including the media, legislators, citizen and business groups, and advocates.
- Direct research projects, coordinate the work of other project researchers and analysts, and represent PAI in meetings with project partners.
- Establish and maintain relationships with legislators, legislative staff, the media and key analysts inside and outside government.
- Build and maintain PAI's data infrastructure by identifying and compiling data on Vermont's state budget and tax system from various sources and updating data regularly.
- Collect and update data on federal and local government budgets and revenues, including data that allows for comparisons to other states.
- Monitor federal actions that influence state revenue.
- Work with national organizations (such as the Center on Budget and Policy Priorities) and the State Fiscal Analysis Initiative members on state and federal fiscal issues.
- Design and prepare outreach and education materials for speaking engagements including handouts, citizen guides, and PowerPoint presentations that provide accessible information on a variety of complex budget and tax issues.
- Develop accessible and interactive content for PAI's website, including tables and graphs, to enable PAI's website to become a hub for state fiscal information.
- Contribute to grant proposals and reports to funders.
- Other duties as assigned.

### **Job Requirements**

The applicant should be a proficient writer and researcher with an advanced degree in public policy, economics, or a related field, with academic or professional experience in quantitative analysis, and with the

ability to work with spreadsheets and to research state and national financial information. Other requirements include:

- Commitment to credible and independent analysis and attention to detail and accuracy; ability to work independently and as part of a team.
- Dedication to PAI's mission.
- Knowledge of issues affecting low- and moderate-income people.
- Understanding of government processes, including financial management and appropriations and knowledge of public budgetary principles and fiscal procedures.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly and effectively to non-policy oriented audiences both in writing and through public speaking.
- Ability to work with people of varying backgrounds and handle the uncertainties of a flexible small office.
- Ability to work as a team member, be innovative and a self starter and sustain a high level of accomplishment without close review and supervision.
- The ability to synthesize new information quickly and gain expertise on a broad range of policy issues.
- Proficiency with Microsoft Excel and Powerpoint and experience with or willingness and ability to learn statistical software and computer graphics.

### **Compensation**

Salary commensurate with education and experience.

### **Location**

Montpelier, Vermont

### **To apply**

Send a cover letter, resume, relevant writing sample, three references and salary requirements by email to [sarah@publicassets.org](mailto:sarah@publicassets.org).

### **Deadline**

The Senior Fiscal Analyst position is open until filled. Candidates are encouraged to apply as soon as possible. Applications will start to be reviewed the third week of August 2007 and the position will begin in September 2007.

*The Public Assets Institute is an equal opportunity employer.*



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