TAX POLICY ANALYST-Colorado Fiscal Institute (CFI)

November 2019

The Colorado Fiscal Institute (CFI) is seeking an experienced and effective policy analyst to lead our work advancing equitable and fiscally responsible tax policies that will expand equity and widespread economic prosperity for all Coloradans.

As our tax policy analyst, your primary responsibilities will include:

- Conducting research and analysis of state tax policy and tax equity issues;
- Preparing, writing, and disseminating high-quality research-based blog posts, issue briefs, fact sheets, opinion pieces, and other materials related to proposed state legislation, proposed ballot measures and other tax policy issues as may arise;
- Collaborating closely with CFI’s policy, communication, and outreach staff on tax issues that affect our core areas of engagement (education, health care, criminal justice, economic opportunity);
- Monitoring and developing strategic responses to state and national policy developments;
- Preparing and conducting presentations and briefings for policymakers, community organizations, advocacy groups, and others;
- Collecting and analyzing data to identify the impact of state, federal, and local budget and tax policies on low- and middle-income Coloradans, on Colorado’s tax system, and on the state’s fiscal health.
- Assisting allies in better understanding the implications of Colorado’s TABOR and Gallagher amendments.

Your secondary responsibilities for this position may include

- Helping plan and participate in CFI events;
- Participating in coalitions of key stakeholders and assisting with CFI’s outreach and advocacy efforts in relevant issue areas;
- Assisting in developing the organization’s policy priorities;
- Assisting with grant preparation and reporting as needed;
- Attending conferences, trainings, and other professional development opportunities as available.

You will be well-suited to be a successful budget and tax policy analyst [or member of our team] if you are/can:

- Strongly committed to the mission, goals, and values of the Colorado Fiscal Institute;
- Self-motivated and work with a high degree of independence;
• Comfortable and effective working as part of a culturally diverse staff and alongside diverse community partners;
• Synthesize complex data into clear and coherent analysis;
• Prioritize and work on multiple tasks simultaneously;
• Focus on details without losing sight of “the big picture.”

You will be a highly-qualified candidate for this position if you possess:

• A minimum of a Bachelor's Degree in public administration, public finance, economics, political science, or related field, or a professional degree;
• Significant work or academic experience conducting research and analysis on budget and tax policy issues;
• First-hand familiarity with the Colorado’s policy environment, including the state Legislature, government agencies, interest groups and our unique tax code;
• Outstanding writing skills, including the ability to write effectively for multiple audiences;
• Strong research skills, with familiarity with statistics and quantitative methods preferred;
• Ability to communicate effectively one-on-one, in group settings, and in public presentations;
• Experience organizing complex projects involving a diverse group of partners and stakeholders;
• Relevant computer experience, including spreadsheets and project management tools.

Salary commensurate with experience with a range of $50-65K. CFI offers competitive benefits, including health insurance, dental insurance, retirement, and generous paid vacation, sick leave, and holidays.

CFI Mission:

The Colorado Fiscal Institute (CFI) is a nonprofit, nonpartisan organization that provides credible, independent and accessible information and analysis of fiscal and economic issues facing Colorado. Through high quality research, strategic communications, statewide education and advocacy, CFI advances sound fiscal and economic policies that promote equity and widespread prosperity in Colorado.

Commitment to Diversity, Equity and Inclusion:

CFI is committed to building a more diverse and inclusive organization to fully represent and engage all Coloradans. Recruiting staff that reflects the diversity of perspectives and experiences of Colorado is a priority. It is our procedure to make employment opportunities available to a wide-range of diverse individuals without regard to race, creed, color, national origin, sex, age, disability, HIV status, any condition defined under the Americans with Disabilities Act (“ADA”), marital or parental status, sexual orientation, gender identity, or citizenship status.

To Submit an Application:
Please send a cover letter and resume to careers@coloradofiscal.org with the subject line “Tax Analyst.” Materials will be accepted through December 16th, 2019 with interviews beginning that week.