**JOB ANNOUNCEMENT**  
May 2022

**Organization and Type:** Colorado Fiscal Institute 501(c)(3)  
**Job Title:** Labor Policy Analyst  
**Reports to:** Executive Director  
**Type of Job:** Full-time, non-exempt  
**Salary:** Starting Salary range $50,000 - $57,000

**Position Overview**  
The Colorado Fiscal Institute (CFI) is seeking a Labor Policy Analyst committed to centering the experiences of workers in policy development and advocacy. In partnership and service to our grassroots partners, the Labor Policy Analyst will lead CFI’s research and analyses on the interaction between labor, tax, and budget policies to understand how we can use our state tax system to advance a worker-centered agenda.

**Background**  
CFI is a nonprofit, nonpartisan organization that advocates for sound fiscal and economic policies that promote equity and widespread economic prosperity. Through high quality research, strategic communications, statewide education, and advocacy, CFI has become the leading policy organization fighting for fair taxes and people-centered, anti-racist policies in Colorado.

**Commitment to Equity, Diversity, and Inclusion**  
CFI is committed to the ongoing effort to create and maintain a workforce that reflects our unwavering commitment to equity, diversity, and inclusion. Recruiting staff that reflects the diversity of perspectives and lived experiences of Colorado is a priority. We strongly encourage applicants from diverse communities, constituencies, and identities, including but not limited to: class, race, color, creed, ethnicity, religion/spirituality, sex, gender identity, gender expression, age, national origin, disability, marital status, immigration status, sexual orientation, history of incarceration, military status, and geographic location.

**Duties and Responsibilities include but are not limited to:**
- Conducting research and analysis of state labor policies, their intersection with state and federal tax and budget policies, and their impacts on workers and the economy
- Collecting and analyzing data to advance CFI and partner policy priorities, or to help answer research requests
- In collaboration with grassroots partners and stakeholders, develop and advocate for policy proposals that uplift workers, particularly workers of color, women, immigrants, and other historically oppressed groups
- Preparing, writing, and disseminating high-quality research-based blog posts, issue briefs, factsheets, opinion pieces and other materials related to proposed state legislation
- Serving as a CFI representative in coalition spaces, stakeholder groups, and issue specific tables
- Fostering and deepening relationships with new and existing partners, notably grassroots and labor partners
- Creating and conducting presentations, workshops, and briefings for policymakers, community organizations, advocacy groups, and others
- Attending conferences, trainings, and other professional development opportunities as available
Required Skills and Experience

- A strong belief in CFI’s mission of a more economically just and racially equitable society
- Familiarity in policy analysis, particularly from an equity framework
- Some research, community organizing experience, or experience working with directly impacted community members to advance policy
- Excellent interpersonal skills, including the ability to interact comfortably and respectfully with a diverse team and alongside diverse community partners
- Strong writing skills and fluency in writing about complicated matters for a non-technical audience
- Experience with Excel, as well as other components of Microsoft Office suite and Google suite
- Organized with strong attention to detail and the ability to meet deadlines, including the deadlines that emerge in a tight legislative environment
- Able to work collaboratively and be a team player, and a willingness to bring your full self and creative ideas to advance the goals of the team

Desired Skills and Experience

- Bachelor’s degree in a relevant field and 1-2 years of work experience or a graduate degree with comparable experience. Preferred work experience would include national, state, or local fiscal policy advocacy such as tax or budget policy
- Experience in bringing community perspective and input into research and policy analyses
- Facility with Stata, SPSS, Tableau, R, GIS, or similar data modeling or analytic software
- Fluency in a language other than English that is prevalent in Colorado (for example, Spanish, Vietnamese, Arabic)

Salary and Benefits

This is a full-time position based in Denver with some required travel. Salary range is $50,000 - $57,000 based on qualifications and experience. CFI offers a competitive benefits package with paid time off (sick and vacation), paid family and medical leave, paid holidays, a SIMPLE IRA retirement plan with employer match, health insurance (medical, dental, and vision), the opportunity to receive sabbatical time after five years, and a flexible work schedule. As of February 2022, CFI staff are working on a hybrid schedule, with two mandatory in person days and a flexible remote work schedule three days a week. This is subject to change as we continue to monitor the COVID public health situation.

How to Apply

Please submit a cover letter, resume, and a shortened research sample to careers@coloradofiscal.org, and include “LAST NAME, FIRST NAME Labor Policy Analyst” in the subject line. Please include the best daytime phone number where you can be reached. This position will remain open until filled with resume review and interviews beginning the week of May 31, 2022. We are excited to have this new team member join us as quickly as possible.