

Position Announcement  
Senior Policy Analyst for Economic Opportunity  
Center for Public Policy Priorities

**Organizational information:**

The Center for Public Policy Priorities believes in a better Texas, where thriving families are the state's greatest resource and all Texans have the chance to compete and succeed. Our trusted experts conduct research, advocate for fact-based policy solutions, and educate policymakers and the public about how we can make Texas an even better place to live. We are a nonpartisan, nonprofit 501(c)(3) organization based in Austin, Texas.

CPPP was founded in 1985 by the Benedictine Sisters of Boerne, Texas, who had a vision of affordable, quality health care for poor Texans. Since then, the Center has become an independent organization with 20 staff members dedicated to ensuring all Texas families have access to basic needs like health care and food, a quality education, jobs that pay enough to meet a family's budget, and the opportunity to move into the middle class.

**Overview of position:**

The Senior Policy Analyst for Economic Opportunity is responsible for leading and coordinating the Center's economic opportunity portfolio, which includes:

- Improving pre-K-12 educational outcomes
- Reducing barriers to postsecondary education
- Expanding pathways to good jobs
- Conducting labor market analysis
- Promoting financial education and consumer protection
- Helping families build savings and assets

The Senior Policy Analyst for Economic Opportunity manages our economic opportunity team, and works closely with the Executive Director, the Development Director, Communications Director, and other policy staff. The position is a vital member of CPPP's senior management team of CPPP, and reports to the Executive Director.

CPPP seeks a highly skilled public policy professional with experience in policy analysis and development, program and staff management, data analysis, legislative strategy and advocacy, fundraising, and communications. We seek an innovative leader with a broad base of relevant policy expertise who can work with external partners to promote positive change at the local, regional, and statewide level. We are looking for a leader who excels in a collaborative environment and shares our commitment to creating a better Texas for all.

**Roles and responsibilities:**

- Develops and implements CPPP's vision for expanding economic opportunity in Texas;
- Supervises 2-3 member economic opportunity team;
- Oversees research, and publishes data and findings;

- Produces comprehensive, timely, and accurate reports that are easily understood by the public;
- Develops and advocates for sound, viable policy recommendations;
- Engages in public education across Texas with local and state leaders, the media, service providers, advocates, and policymakers;
- Directs *OpportunityTexas*, a joint grantmaking initiative between CPPP and RAISE Texas to integrate financial and asset building activities into statewide platforms;
- Engages actively in the organizational life of the Center, including working with other staff to maintain a comprehensive understanding of economic issues;
- Maintains effective working relationships with state and local policymakers, the media, advocates, service providers, and national organizations and think tanks;
- Maintains extensive knowledge of a broad policy portfolio related to economic opportunity;
- Identifies funding sources, works with development team to secure funding, and manages grants for the economic opportunity team;
- Participates in CPPP's senior management team and collaborates with other staff to develop integrated strategies to advance our mission;
- Other duties as needed.

**Minimum qualifications:**

- A demonstrated commitment to social and economic justice, and to CPPP's mission of improving the economic and social conditions of low and moderate-income Texans;
- A bachelor's or a master's degree in public policy, government, history, economics or related field (advanced degree preferred);
- At least 7 years of professional experience working on economic opportunity issues in public policy, advocacy, community organizing, government, research or related field;
- At least 3 years of management experience;
- Substantial experience in leading the development and execution of comprehensive strategies to change public policy, using a range of tools and tactics such as research, public education, advocacy, organizing, and pilots;
- Exceptional writing, editing, and speaking skills, including the ability to explain detailed policy matters to a variety of audiences;
- Strong interpersonal skills and an ability to work effectively with and to motivate others in a team environment;
- Demonstrated experience working collaboratively and in coalition with a range of organizations and stakeholders;
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints;
- A demonstrated ability to be self-motivated and adaptable, and to work both independently and as part of a team;
- Spanish language proficiency a plus, but not required.

**Compensation:** Salary will be commensurate with experience. The Center offers excellent benefits, including health insurance, dental insurance, life and long-term disability insurance, retirement, and generous vacation, leave, and holidays.

**Please email a cover letter, resume, and two references by COB Wednesday, July 9, 2014 to: [jobs@cphp.org](mailto:jobs@cphp.org) (use subject line: CPHP Economic Opportunity Senior Policy Analyst). The cover letter should describe your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description.**

*E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position; please do not call. The position is open until filled.*

The Center for Public Policy Priorities is an Equal Opportunity Employer and encourages all qualified applicants to apply.