

Position Description

Budget and Tax Analyst, Pennsylvania Budget and Policy Center

The *Keystone Research Center* (KRC) (www.keystoneresearch.org) is a research and policy institute created in 1996 to broaden public discussion on strategies to achieve a more prosperous and equitable Pennsylvania. KRC seeks a Budget and Tax Analyst for its tax and budget project, the *Pennsylvania Budget and Policy Center* (PBPC) (www.pennbpc.org). PBPC is a member of the State Priorities Partnership (a national network of state tax and budget organizations coordinated by the Center on Budget and Policy Priorities (CBPP)). PBPC provides independent, credible analysis on state tax, budget, and related policy matters, with particular attention to the impact of policies on low- and middle-income families. The Budget and Tax Analyst has primary responsibility for researching and writing PBPC's research products. The PBPC offices are located in Harrisburg, Pennsylvania.

Responsibilities

- Maintain, and conduct analysis using, PBPC tax, budget, and revenue spreadsheets.
- Facility with accessing and analyzing Census, Bureau of Economic Analysis, and Bureau of Labor Statistics data.
- Conceive, plan, and write PBPC research papers and briefs.
- Draft shorter PBPC communications (statements, op eds, monthly revenue updates, blogs, letters to the editor) informed by PBPC tax and budget analysis.
- Serve as a spokesperson for PBPC with the media.
- Prepare and present testimony of tax and budget proposals when appropriate.
- Participate in training and presentations on budget and tax issues for advocates.
- Serve as PBPC's technical expert and as an information source of budget, anti-poverty, fair education funding, health care and other coalitions.
- Participate, as appropriate, in list serves, meetings and events organized by the State Priorities Partnership and the Keystone Research Center.
- Mentors PBPC research interns.

Job Requirements

- Proven knowledge and expertise in tax, and budget analysis and a quick learner on other topics.
- Excellent writing, analytical, and quantitative skills.
- Strong ability to communicate technical details to lay audiences and the news media.
- Ability to balance several projects at once.
- Ability to work independently and as part of a team.
- General familiarity with executive and/or legislative policy-making processes.
- Ability to mentor staff.
- Commitment to PBPC's mission and goals.

Job Qualifications

- Advanced degree in economics, public policy, or related field preferred.
- Five-to-seven years of experience in government or a nonprofit policy organization a plus.

Applying

This is a full-time position. Salary commensurate with qualifications. Comprehensive benefit package. Screening for first-round interviews will begin as soon as June 8, 2015. Applications will be accepted until the position is filled.

To apply, submit a resume and a 1-2 page cover letter specifically addressing your interest in and qualifications for this position to jobs@pennbpc.org (the subject line of the e-mail should read PBPC Budget and Tax Analyst); or to Stephanie Frank, frank@keystoneresearch.org; 717-255-7181.