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# POLICY MATTERS OHIO

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## **JOB POSTING** **Budget Analyst**

Policy Matters Ohio is seeking a Columbus-based Budget Analyst with extensive experience in analyzing state budgets. Master's degree and at least five years professional work experience required. This position will work under the supervision of our State Fiscal Analysis Initiative project director to analyze the Ohio budget, write research reports and briefs, testify in the legislature, make public presentations, write press releases, speak to reporters, attend meetings, work in coalitions and complete other tasks as needed. We seek a flexible, articulate, outgoing, highly motivated person who understands state budget and policy processes and is interested in developing policy solutions to generate a more prosperous, equitable, sustainable and inclusive economy.

The Budget Analyst will be expected to:

- Analyze the state budget and proposals related to the budget;
- Write reports, both in-depth analyses and quicker briefs;
- Track and analyze legislative and executive branch activities;
- Testify at legislative hearings, make presentations to various public and private organizations, speak to reporters and editorial boards;
- Help Ohioans understand the impact of budget policy;
- Attend meetings, represent the organization at conferences and meetings;
- Work collaboratively within and outside the organization to bring about policy change.

Policy Matters is a non-profit research institute dedicated to creating a more prosperous, equitable, sustainable and inclusive economy. We have an enthusiastic staff of 10-12 people, plus several student interns. We expect all employees to work collaboratively and help build our organization. We are funded by several foundations, organizations, unions and individuals, with our largest grants coming from the Ford, Joyce, Cleveland, George Gund, Sisters of Charity, Public Welfare, and St. Luke's Foundations.

Qualifications:

- Excellent oral and written communication skills
- Excellent numerical and computational skills
- Deep attention to detail and accuracy
- Master's or Doctorate Degree required (Policy, Sociology, Economics, Poli. Sci. or related)
- At least five years work experience, positive references
- Outgoing, flexible, committed, driven personality; excellent ability to get along with others
- Interest in labor issues, anti-poverty advocacy, or other social movements
- Demonstrated familiarity with the policy-making process
- Interest in and excitement about our mission
- Expertise in education budget policy a plus
- Must own a car, be able and willing to drive and fly as needed; extensive in-state and out-of-state travel required.



Salary range from \$45,000-\$65,000 depending on experience and education. Excellent retirement, vacation and health benefits provided. Two-year commitment required. Please apply immediately, we will continue taking applications until position is filled.

*We are an equal opportunity employer. Women and minorities strongly encouraged to apply.*

**Please e-mail ([jobs@policymattersohio.org](mailto:jobs@policymattersohio.org)) cover letter, resume and writing sample.  
Subject line of e-mail should be “budget analyst application”.**

