



JOB DESCRIPTION

TITLE: Fiscal Policy Associate
DEPARTMENT: Policy and Program Department
REPORTS TO: Senior Fiscal Analyst
CLASSIFICATION: Exempt
STATUS/SCHEDULE: F/T- Monday through Friday, 9 a.m. to 5 p.m.
DATE REVISED: January 2018

COMPANY OVERVIEW

FPWA is an anti-poverty, policy, and advocacy nonprofit with a membership network of 170 human-services and faith-based organizations. FPWA has been a prominent force in New York City's social services system for more than 95 years, advocating for fair public policies, and working to meet the needs of New Yorkers. Each year, FPWA helps close to 1.5 million New Yorkers move up the economic ladder.

POSITION OVERVIEW

The Fiscal Policy Associate works closely with the Senior Fiscal Analyst and the Policy Director to advance FPWA's mission through fiscal policy by performing quantitative analysis, building and maintaining data visualizations, and writing on city, state, and federal fiscal policies.

ESSENTIAL FUNCTIONS

- Assist in the design and maintenance of tax and budget data visualizations and interactives
- Explore, collect, and analyze data related to city, state, and federal fiscal policies
- Monitor and write accessible letters, briefs, and reports on a range of issue areas related to city, state, and federal fiscal policies, translating complex issues for policymakers and stakeholders
- Present findings to policymakers and stakeholders
- Liaise with local, state, and national partners to advance FPWA's mission through fiscal policy work
- Coordinate and collaborate with communications and development teams to promote findings and strengthen fiscal policy work
- Provide general support for all members of the policy team

REQUIRED SKILLS AND COMPETENCIES

- Graduate degree with at least two years of experience in policy field
- Quantitative data analysis using spreadsheets (Excel), interactive data visualization (Tableau Public), and statistical analysis software (Stata, R, etc.). Programming skills are a plus
- Introductory familiarity with fiscal policy analysis, city, state, and federal budget processes, and state and federal data sources
- Excellent written and verbal communications skills, including ability to communicate complex information to non-expert audiences
- Strong organizational and accurate proofreading skills, the ability to maintain accurate records, and strong attention to detail

PLEASE SUBMIT A COVER LETTER AND RESUME TO:

jobs@fpwa.org

or

Human Resources
Federation of Protestant Welfare Agencies
40 Board Street, 5th Floor
New York, New York 10004

No phone calls or other inquiries please.
Only applicants selected for interviews will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER