



Job Description

BUDGET ANALYST

INTRODUCTION

National Priorities Project (NPP) makes complex federal budget information transparent and accessible so people can prioritize and influence how their tax dollars are spent. We hold the vision of an informed and engaged democracy where all people affected by federal spending priorities have the ability and opportunity to shape our nation's budget. Located in Northampton, MA, since 1983, NPP focuses on the personal and societal impact of federal spending at the national, state, congressional district and local levels. Find out more at <http://www.nationalpriorities.org>.

NPP's Budget Analyst works collaboratively with the Database Manager, colleagues in IT and colleagues in communications and networking. This position plans and executes the research necessary for NPP's suite of materials and tools.

RESPONSIBILITIES

Research

1. Contribute to the socio-economic framework for NPP content
2. Collaborate with NPP colleagues engaged in communications, education and networking
3. Co-develop and evaluate annual research plan
4. Oversee research necessary for reports, tools, information requests and participate in the work necessary to manifest them
5. Build and maintain contacts with the research departments of collaborating organizations, universities, and governmental organizations, and pursue other relationships and tasks which facilitate the use of NPP's work

Media

1. Work with communications staff on press releases and email notifications
2. Respond to media inquiries as needed, including media interviews

Other

1. Work with development staff on grant proposals as appropriate; participate in foundation visits as needed
2. Oversee the research budget and participate in the overall annual organizational budget process
3. Participate in strategic planning as requested by the Executive Director
4. Present at national, regional or local conferences as needed

QUALIFICATIONS

Required

1. Master's Degree in economics, political science or related field, or equivalent
2. Thorough knowledge of contemporary federal social, tax and national security policies
3. Work experience in research department of public policy or education organization
4. Quantitative skills
5. Familiarity with IT and willingness to learn new applications
6. Working knowledge of relational databases, spreadsheets and word processing

Preferred

1. Ph.D. in economics, sociology, political science or related field
2. Experience in popular education and advocacy work
3. Experience working in a non-profit organization
4. Knowledge of graphics program, HTML, Javascript and/or other programs for web-based materials

REPORTING AND SUPERVISION

The Budget Analyst reports to the Executive Director and is responsible for working collaboratively with all NPP staff, interns and fellows.

HOURS AND COMPENSATION

This position is full-time with medical insurance, dental benefits, and paid leave. Competitive salary; commensurate with experience. NPP is open to other employment configurations including project-specific contract work.

HOW TO APPLY

Please send your resume and cover letter, the names and phone numbers of two references via email or regular mail to:

Kristine Elinevsky, Director of Administration & Finance
National Priorities Project
243 King Street, Suite 109
Northampton, MA 01002
kris@nationalpriorities.org

NPP will begin reviewing applications immediately and will continue to accept resumes until the position is filled. NPP is committed to a multicultural staff. People of color are strongly encouraged to apply.