

Research Analysts Positions Advertised

The [Florida Center for Fiscal and Economic Policy \(FCFEP\)](#) seeks to hire one or more Research Analysts. The FCFEP conducts independent research on state fiscal and economic matters with particular attention to their impact on low and moderate/ middle income Floridians and local small businesses owned by, and employing, Floridians.

The Center provides reliable, accessible and timely analysis to promote greater state government fiscal accountability incorporating best practices in Florida and other states. It seeks to improve services to Floridians in need and to promote an adequate and equitable revenue structure to assure the quality of life for all Floridians.

A Research Analyst **shall**:

- Assist in developing and implementing a strategic research plan to focus on providing Floridians, and their advocacy organizations, current and historical information on the fiscal and economic health of the state of Florida. This would be done in conjunction with the executive director and other staff.
- Conduct research on targeted areas of Center concerns.
- Coordinate with research done by the Center's contractors on their targeted area and provide continuing support to updating any relevant report or material.
- Make presentations to other organizations and legislative staff and committees on fiscal issues; in conjunction with the communications director, develop materials on fiscal issues that other organizations and the public can understand and use.
- Develop and maintain systems for cultivating, responding, tracking and building strong relationships with other research organizations and staff and researchers involved in state fiscal and economic matters relating to Florida.
- Perform some grant writing as needed, including preparing interim and final reports on the progress of grant-related research.

In general, the position involves a diverse mix of activities, including collecting and analyzing data, communicating technical research findings to non-technical audiences, preparing graphic presentations of findings, analyzing pending policy options, and utilizing academic research and other resource materials. The research associate/assistant helps to prepare major reports and analyses and provides information to policymakers, state and local advocates, and the press. Specific areas of focus may include, but not be limited to, state tax provisions affecting low-income families such as circuit breakers or earned income tax credits, the effects of climate-change policies on state budgets and family incomes, and trends in state finances, among others.

Currently, the Research Analyst will report to the executive director.

Minimum Qualifications

Candidates must have strong quantitative skills and a basic knowledge of economics and public finance. The position also requires facility with spreadsheets and working with large data sets. Some travel is required.

Specifically, the candidates must have:

- Graduate degree or Undergraduate degree with at least three to five years relevant experience
- Major state-level research experience and computer skills a plus
- Strong written and oral communication skills and a background in economic or financial analysis
- Strong organizational skills and ability to multi task effectively
- Excellent interpersonal skills
- Self-motivation
- Ability to work independently and to prioritize tasks
- Willingness to work as part of a team
- Strong commitment to the mission of the Florida Center for Fiscal & Economic Policy

Salary will be based commensurate with experience. We provide health, childcare and retirement benefits, as well as generous vacation, sick leave and holiday schedules.

To apply send a resume, salary requirements, cover letter, and three writing samples to:

Executive Director

Florida Center for Fiscal & Economic Policy
2245 South Monroe Street
Tallahassee, Florida 32301

Prefer by e-mail to jim@fcfep.org

Applications will be accepted until the position is filled. Please, no telephone calls.