



Job Title: Research and Policy Analyst

Classification: Exempt

Job Focus: Anti-poverty research and advocacy

Reports to: NMVC Deputy Director

Job Role: Serves as a research and policy analyst for New Mexico Voices for Children in focus areas determined by the organization's leadership, priority policy agenda, and grant requirements. Uses quantitative and qualitative methods to help NM Voices better advocate for equitable opportunities for children and families. Provides key findings and works within the organization's processes to develop related policy recommendations to support the organization's policy priorities.

Core Competencies:

- Competency in designing methods for research and analysis.
- Ability to accomplish research independently and collaboratively with other NM Voices staff.
- Ability to write and speak effectively to communicate research findings to diverse audiences
- Ability to build and maintain positive relationships with diverse communities, funders and partners of the organization.
- Understanding of report development and grant deliverables.
- Knowledge of current trends in research and public policy that affect the health and well-being of children and their families.

Key Requirements:

1. Conducting research and analysis that has been approved by the Deputy Director and supports the organization's priority policy agenda, partnerships, and grant deliverables.
2. Effectively working with partner organizations and communicating with communities of color.
3. Having the willingness and means to travel throughout New Mexico to build and strengthen partnerships, and engage communities of color.

Key Responsibilities:

1. SUPPORT OF THE ORGANIZATION

Contribute to the overall sustainability of the organization through:

- Supporting its vision, mission, children's charter and core values;
- Efficiently meeting deadlines, following through on assignments, showing initiative, and taking direction;
- Supporting teamwork through effective interpersonal communication with colleagues and co-workers, supporting planned events, and seeking out funding sources; and,
- Representing the organization and its work with staff and stakeholders alike in a positive, professional and non-partisan manner.

2. RESEARCH AND ANALYSIS

Follow the organization's established processes to conduct research and analysis that align with the organization's priority policy agenda and as determined by leadership. Produce findings and develop reports within timelines as required by grants, and as requested by stakeholders and leadership. Keep current in trends in research and public policy that affect the health and well-being of children.

3. PUBLIC AND COMMUNITY RELATIONS

Serve as liaison to partners and other collaborative groups as determined by leadership. Build and maintain positive relationships, attend meetings, communicate approved recommendations and strategies, and represent the organization in a non-partisan manner. Provide timely information and communication as requested by partners.

4. OTHER DUTIES

Assist the Deputy Director and the Executive Director in report writing, grant writing, fund development, and other duties as assigned.