



Job Title: Research and Policy Analyst
Reports to: Deputy Director

Classification: Exempt

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. Provides key findings and works within the organization’s processes to develop research and communications materials and 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 various audiences.
- Ability to build and maintain positive relationships with policymakers, funders, and partners of the organization.
- Understanding of report development and grant deliverables.
- Ability to work efficiently to meet grant and publication deadlines.
- Knowledge of current trends in research and public policy that affect the health and well-being of children and their families.
- Strong commitment to improving conditions and equity for New Mexico’s children and families.

Key Requirements:

Conduct research and analysis that has been approved by the Deputy Director and supports the organization’s priority policy agenda, partnerships, and grant deliverables.

Key Responsibilities:

1. SUPPORT OF THE ORGANIZATION

Contribute to the overall sustainability of the organization through:

- Support of vision, mission, children’s charter, and core values.
- Efficiency through meeting deadlines, following through on assignments, showing initiative, taking direction.
- Teamwork through effective interpersonal communication with co-workers, supporting planned events, seeking out funding sources.
- Commitment to represent the organization and its work with funders, partner organizations, and stakeholders in a positive, professional, and non-partisan manner.
- Assist with NM Voices and partner events as well as community outreach activities as needed, which could include travel within New Mexico and occasionally to other states.

2. RESEARCH AND ANALYSIS

Follow the organization's established processes to conduct research and analysis that aligns with the organization's priority policy agenda and as determined by leadership. Produce findings, write reports and briefs, and develop information for factsheets and other communications materials within timelines as required by grants, and as requested by stakeholders and leadership. Keep current on 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 grant writing and reporting, grant development, fund development activities, and other duties as assigned.