



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

Classification: Exempt

Job Role: Serves as a researcher and policy analyst in public health and health care coverage policy areas and in other policy areas determined by the organization's leadership, priority policy agenda, and grant requirements. Conducts research, analysis, outreach, and advocacy efforts on public health and other policies that improve the status of New Mexico's children and families.

Core Competencies:

- Strong commitment to improving opportunities and equity for New Mexico's children and families
- Interest in public policy and current events that shape the well-being of children and families
- Interest in researching policy issues and developing policy solutions to improve opportunities for communities in the state
- Ability to develop policy briefs and reports, blogs, factsheets, presentations, and communications materials
- Ability to work collaboratively with staff and external partners
- Ability to work efficiently to meet grant deliverable and publication deadlines
- 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 funders, policymakers, media and partners of the organization
- Ongoing practice of and commitment to anti-racism, including an understanding of anti-racism as relevant to historical and contemporary policy landscape in New Mexico

Key Requirement:

Conduct research, analysis, communications, outreach, and advocacy work related to child well-being that 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 colleagues and co-workers, supporting planned events, seeking out funding sources

- Commitment to represent the organization and its work with funders, board of directors, 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

Under the direction of the deputy director, conduct research and analysis that align with the organization's priority policy agenda and as determined by leadership and grant requirements. Work with the executive director, deputy director, communications team, and other policy analysts to produce findings and develop reports, briefs, factsheets, and communications materials within timelines as required by grants, and as requested by stakeholders and leadership. Keep current in trends, current events, and policies affecting the health, well-being, and equity of children and their families.

3. PUBLIC AND COMMUNITY RELATIONS

Serve as one of the staff liaisons to partners, policy makers, the media, 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 and approved by leadership.

4. OUTREACH

Plan and facilitate conversations with stakeholder groups throughout the state to discuss relevant policy issues and development of policy recommendations. Contribute to the NM Voices events and KIDS COUNT conferences. Plan and facilitate conversations with stakeholder groups throughout the state to discuss findings related work on the organization's grants.

5. OTHER DUTIES

Assist the deputy director and development director in report writing, grant development and writing, and other duties as assigned.