



POSITION: Policy Analyst - Climate and Revenue Diversification

TEAM: Research, Advocacy, and Policy

REPORTS TO: Director of Research

JOB CLASSIFICATION: Exempt/Full Time

SALARY RANGE: \$55,000 - \$65,000

For best consideration, apply by: October 1, 2025 5:00pm MT

ABOUT NM VOICES FOR CHILDREN

Our work to improve child well-being rests on three primary pillars: family economic security; access to high-quality, cradle-to-career education; and health care and healthy communities. We work with state and national lawmakers and officials to shape and implement public policies that are supportive of children and working families. Because we believe in evidence-based advocacy, we conduct rigorous research and data analysis. NM Voices for Children is the only nonprofit child advocacy organization in the state examining tax and budget policy issues specific to the needs of the poor.

POSITION SUMMARY

Under the general supervision of the Director of Research, the Policy and Research Analyst supports the development and advancement of climate and revenue diversification policy initiatives. This role is responsible for conducting research, analyzing data, and assisting in the creation of policy briefs, reports, and other materials that inform and support NM Voices' work in a just transition to a more sustainable and diversified state economy. The Policy Analyst works collaboratively across teams to help translate research into actionable policy recommendations. The position also engages with community partners, supports coalition work, and contributes to the organization's broader advocacy and legislative efforts.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES

A. RESEARCH & ANALYSIS

- Contribute to the development of research analysis and advocacy materials by providing data, insights, and/or written content that supports the organization's policy priorities and meets grant deliverables.
- Ensure timely production of research findings and related reports by the policy team in alignment with grant requirements, internal deadlines, and stakeholder or leadership requests.
- Track and monitor current trends in research and public policy that affect the health and well-being of children specific to policy area expertise relevant to this role.

B. PARTNER & STAKEHOLDER RELATIONSHIPS

- Represent the organization with partners (local, state, and national), policymakers, stakeholders, and the media, as needed.

- Cultivate and maintain stakeholder relationships that advance equity in New Mexico and support the organization's mission. Attend meetings, share information, and advocate for approved strategies in a non-partisan manner, in alignment with the core values of NM Voices.
- Respond to partner requests with accurate and timely information, ensuring clear and consistent communication.
- Track assigned legislation during the Legislative Session and interim committee meetings, and provide timely updates and summaries to relevant team members to inform advocacy and policy strategy.

C. FUND DEVELOPMENT & RELATIONS STEWARDSHIP

- Support grant proposal and reporting processes by drafting original content that reflects programmatic work, and provide editing support as requested to ensure timely, high-quality submissions.
- Maintain active relationships with philanthropic partners and program officers, and provide regular updates on organizational impact and activities, as directed by leadership.
- Coordinate with the policy team to support timely and accurate contributions to grant proposals and reports by tracking deadlines, organizing inputs, and facilitating communication across team members.

D. PROJECT MANAGEMENT

- Coordinate cross-team projects by developing timelines, tracking progress, and ensuring timely completion of deliverables related to grants, leadership priorities, and organizational initiatives.

CORE COMPETENCIES

- Strong knowledge of climate justice and a just transition away from fossil fuels, including key policies, structures, and stakeholders.
- Ability to gather and analyze information from a variety of data sources, methodically reconcile discrepancies using research best practices, and thoroughly document research procedures. Demonstrated research skills in quantitative and qualitative analysis.
- Ability to organize, express, and communicate ideas in a clear, succinct, accurate, and persuasive manner. Ability to explain complex issues in everyday language for diverse audiences.
- Ability to prepare and conduct presentations and briefings for policymakers, community organizations, advocacy groups, and others.
- Strong strategic thinking skills, and the ability to provide valuable insights to inform the organization's policy advocacy efforts.
- Capable of handling multiple research and presentation projects at once and meeting deadlines consistently.
- Solid understanding of racial equity and structural racism, and the ability to employ this lens when conducting research and analysis to improve state policies.

BACKGROUND:

- Bachelor's degree or equivalent experience, plus 2-5 years of policy research, analysis, and advocacy experience. A relevant master's degree may be substituted for 2 years work experience.

HOW TO APPLY:

Submit a resume and cover letter as one combined PDF via this link:
<https://forms.gle/VJbycAuNwKrKosV39>

Please contact Layla Archuletta-Maestas at larchuletta-maestas@nmvoices.org with additional questions about the position.

This announcement will be posted until the position is filled. Combinations of academic, professional, and technical training in addition to work experience will be considered.

NM Voices offers competitive salaries, excellent benefits, paid vacation, a 35-hour work week, and a pleasant working environment.

NM Voices for Children is an equal opportunity employer and is committed to the recruitment and retention of individuals of underrepresented groups, including women, people of color, immigrants, individuals who have disabilities, are multilingual, multicultural, and members of the LGBTQ+ communities.

New Mexico Voices for Children
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