



BOSTON MUNICIPAL
RESEARCH BUREAU

617.227.1900 www.bmr.org

Senior Policy Analyst

Boston, MA

The Boston Municipal Research Bureau seeks an analytical, strategic and innovative thinker for the position of Senior Policy Analyst to engage in objective research involving a broad agenda of public policy and government finance issues that impact the City of Boston. With the President, the Senior Policy Analyst will frame, develop and produce research, policy analysis and reports related to Boston city government finances, management, policies and programs, and manage our internal databases. The Research Bureau, valued as a highly credible, independent force for effective government, plays a strong role in shaping the direction of significant public policy and management issues affecting Boston.

The ideal candidate has established a record of credibility by virtue of his/her accomplishments and superior standards for product quality. It is key that this individual is balanced and objective. A successful candidate will also be a skilled communicator and strong relationship-builder, as he/she will play a key role in furthering the Research Bureau's mission.

Responsibilities

- Plan research initiatives with the President and research team; establish specific research questions, potential impact, scope of work, timeline and data needs and manage project schedule and execution.
- Work independently to conduct research, analysis and reporting on public policy and government finance projects.
- Translate policy issues, research findings and recommendations for various audiences into compelling and digestible formats. Draft, edit and fact-check research reports, newsletter articles, testimony and presentations.
- Proactively manage and maintain the organization's research data including efficient and accurate data collection, database entry, updates, organization and analysis.
- Supervise the work of the Policy Analyst, Co-op student and student interns as directed by the President.
- Maintain on-going relations with public officials, civic organizations, the academic community, Research Bureau members, and other interested individuals and groups.
- Attend public, business and nonprofit meetings and hearings that align with the Research Bureau's policy agenda.
- Attend Board of Directors, Executive Committee and standing Committee meetings of the Research Bureau.
- Perform project-related and internal administrative activities as a member of a collaborative team in a small office environment.

Qualifications

- Bachelor's degree in Government, Public Policy, Public Administration, Political Science, Economics or other related field and at least 3-5 years of research, public policy analysis or equivalent experience, or a Master's degree and 1 year of experience. Experience with city or town government appreciated.
- Ability to understand public policy and finance issues and to communicate them effectively to a variety of audiences; familiarity with government stakeholders/processes.
- Excellent communication (both oral and written), interpersonal and critical thinking skills.
- Detail-oriented problem solver with the ability to prioritize among a variety of projects while maintaining superior product quality.
- Experience gathering and validating data, applying data management best practices, asking strategic questions and articulating research findings.
- Ability to exercise discretion and excellent judgment in handling sensitive information.
- Work exceptionally well with colleagues and on teams.
- Proficient in Microsoft Office Suite, specifically with Excel as a database. Experienced in current data management, analysis and presentation best practices.

Organization Summary

The Boston Municipal Research Bureau, established in 1932, is a nonprofit, non-partisan, member-supported research organization whose expertise, objective analysis and recommendations help shape the direction of public policy over a wide range of city issues, with a focus on more efficient, effective and responsible government for the City of Boston. The Research Bureau's research, recommendations, public testimony and coverage in the media have led to sound policies, new laws and important management improvements for Boston.

The Research Bureau carries out this mission through working relationships with city government leadership, including elected and appointed officials, and partnerships with other nonprofit and business groups and experts, including our Board of Directors consisting of over 60 of Boston's prominent business, institutional and civic leaders. With a small staff, the Research Bureau is a collaborative, team-oriented work environment. The Research Bureau does not participate in any political campaign on behalf of or in opposition to any candidate for elective office.

The Research Bureau is an Equal Opportunity Employer.

To Apply

Please submit cover letter, resume and writing sample to:

Pam Kocher, Vice President
Boston Municipal Research Bureau
hr@bmr.org

Submissions will be reviewed upon receipt.