NEW JERSEY POLICY PERSPECTIVE

Job Description: Policy Analyst, Tax and Budget (Full-Time, Hybrid Position, Based in NJ)

About New Jersey Policy Perspective

New Jersey Policy Perspective (NJPP) is a nonpartisan think tank focused on state-level solutions to advance economic, racial, and social justice in New Jersey. Through independent, evidence-based research and strategic partnerships, NJPP produces research and engages partners to shape public policy solutions to New Jersey's most pressing challenges. For over 25 years, NJPP has been at the forefront of elevating policies that reduce inequality, promote equity, and create shared prosperity for all New Jersey residents.

Position Overview

NJPP seeks a talented Policy Analyst to lead research and analysis on New Jersey's tax system and state budget. The analyst must convey why the state budget matters to all state residents, and the effects of budget and tax policy changes on low- and moderate-income households, racial equity, and state government effectiveness in New Jersey. This role requires an ability to quickly learn the technical details of New Jersey's state budget and the taxes the state levies to pay for it, as well as the ability to explain the importance of those details through written reports, press interviews, public speaking opportunities, interactions with elected officials and policymakers, and social media platforms.

In addition to producing high-quality research, the analyst will represent NJPP in coalition and grassroots spaces, notably the For the Many budget coalition, ensuring that community perspectives inform the organization's budget policy proposals. This position offers the opportunity to guide the development of the state budget to better serve all New Jersey residents.

This position reports to the Research Director.

Core Duties and Responsibilities:

Research & Writing 65%

- Conduct in-depth research, data analysis, and policy monitoring on tax and budget policy issues aligned with NJPP's priorities, and synthesize findings into actionable policy recommendations.
- Draft reports, explainers, blog posts, op-eds, and fact sheets that translate complex research into accessible, actionable content for diverse audiences.
- Identify new, emerging issues in tax and budget policies that affect state residents, with particular focus on benefiting low-to-middle-income residents, communities of color, and other historically excluded groups.

Policy & Public Engagement 10%

- Monitor and shape policy developments in your issue area(s), including legislation, state budgets, and administrative actions.
- Represent NJPP at legislative hearings, coalition meetings, and public forums, articulating NJPP's research and recommendations to policymakers, funders, and stakeholders.

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- Engage with media, partners, and the public as an expert in your issue area(s), providing clear and compelling analysis.
- Cultivate and maintain strong working relationships with directly impacted communities, coalition partners, and policymakers.

Collaboration & Strategy 20%

- Collaborate with communications staff on messaging, visuals, and video content as well as on press materials, including report rollouts, public statements, and media outreach related to your policy issues.
- Collaborate with fellow analysts to review and strengthen NJPP publications through peer reviews and fact checking, as needed.
- Assist the development team with grant reporting and foundation meetings related to your policy portfolio, as needed.

Leadership & Mentorship 5%

- Provide support for onboarding and mentoring of interns, as needed.
- Travel within New Jersey (Trenton, Newark, and other locations) for hearings, meetings, and events.
- Remain flexible to take on related duties as organizational needs evolve.

Required Skills and Experience

Research & Analysis

- Strong qualitative and quantitative data analysis skills and ability to quickly absorb and analyze potential changes in tax policy and government spending.
- Ability to analyze complex data and translate findings into actionable insights.
- Facility with Excel and other data analysis tools.

Communication

- Excellent writing and speaking skills, with a track record of producing clear, compelling materials for non-technical audiences.
- Strong demonstrated ability to translate technical legal or policy changes into real-world terms and impacts for people with limited technical expertise.
- Strong editorial judgment and commitment to accuracy.

Collaboration & Leadership

- Demonstrated commitment to racial, economic, and social justice through an intersectional lens.
- Strong relationship-building skills with communities, coalitions, policymakers, and funders.
- Experience working constructively in a team environment.

Strategic & Organizational Skills

- Strong project management skills, with the ability to balance multiple priorities and meet deadlines.
- Creative problem-solving skills and the ability to anticipate opportunities or challenges.
- Ability to receive feedback and adapt work product to respond to feedback.
- Flexibility to adapt as organizational needs and policy landscapes evolve.

Desired Skills & Experience

- A bachelor's degree (master's preferred) in public policy, economics, sociology, or a related field or equivalent professional experience, and a minimum of 1–3 years of experience in policy research, analysis, or advocacy.
- Familiarity with New Jersey's state budget and legislative processes.
- Subject-matter expertise in tax policy or government budgeting.
- Experience with testimony to government bodies and educational meetings with lawmakers and policymakers.
- Experience with public speaking and press interviews on technical topics

Compensation

Salary range is $85,000 to $90,000, based on experience; benefits include health care, retirement, and generous vacation leave, sick leave, and holiday schedules.

How to Apply

Application Link: https://jobs.deel.com/new-jersey-policy-perspective#jobs

Your cover letter is a critical part of the application, so please highlight your relevant experience and skills as outlined in the job description to help us understand why you're a strong fit for this role.

In addition, please include 1-3 writing samples that feature relevant research or demonstrate your ability to analyze complex issues and present findings clearly for a broad audience.

If you would like to request accommodations or have any issues with the application or the link above, please email careers@njpp.org.

Deadline: The position will remain open until filled.

Hybrid Work Expectation

This is a hybrid role based in New Jersey. Staff are expected to attend in-person meetings in Trenton, Newark, and across the state as needed, with flexibility for remote work.

Diversity, Equity, and Inclusion at NJPP

At New Jersey Policy Perspective (NJPP), advancing racial, economic, and social justice is at the core of our mission — and we know that begins within our own organization. We are committed to building a workplace that reflects the diversity of New Jersey and fosters an inclusive, equitable culture where all staff feel respected, valued, and supported.

We believe that diversity of backgrounds, perspectives, and lived experiences strengthens our research, advocacy, and partnerships. We also recognize that dismantling systemic inequities requires intentional action — including within our hiring, workplace practices, and organizational culture.

NJPP provides equal employment opportunities to all qualified individuals regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status, arrest or court record, or any other characteristic protected by law.

We are also committed to providing reasonable accommodations to individuals with disabilities. If you require accommodations during the application process or interview, please email careers@njpp.org