



Job Description
Created: November 2014

JOB TITLE: Policy and Research Associate

DEPARTMENT: Executive

REPORTS TO: Director of Community Engagement

OVERVIEW:

The Policy and Research Associate will work intimately with the Director of Community Engagement to analyze internal program data in order to inform program development and policy advancement. S/He also works closely with the President and CEO to utilize existing forums as well as seek out new opportunities for Urban Edge staff and board to advance our strategic agenda. This cheerful, strategic thinker works closely with coalitions with which we share public policy agendas and is the main contact between those external stakeholders and the President/CEO regarding policy development. The Policy and Research Associate reports directly to the Director of Community Engagement and is a key thought partner with a keen intellect, a good sense of humor, an overachiever with a fierce passion for social equity. This is a new position for Urban Edge and ideal for recent graduates with a concentration in public policy and research.

RESPONSIBILITIES:

Program:

- Work closely with the Director of Community Engagement and President and CEO to develop a policy agenda that supports the strategic priorities set by Urban Edge.
- Analyze Urban Edge's outcome data and other best practices research to inform policy positions and programmatic outcomes. Work with Senior Staff team members to design and modify programs based on data, best practices and existing policy.
- Analyze community development policy initiatives and prepare written reports describing policy implications. Make recommendations for program outcome modifications based on policy and evaluation of existing outcomes.
- Work collaboratively with coalitions whose policy agendas align with Urban Edge's. Quickly respond to legislative and regulatory proposals, inquiries from allies, and other rapid-response opportunities, to make the organization's case in the media and beyond. Serve as a resource to legislative staffers and lawmakers on bills relevant to the Urban Edge strategic agenda.
- Seek out opportunities for Senior Staff and Board members to present and advocate for policies to facilitate the strategic outcomes.

- Proactively develop new ideas regarding how Urban Edge can utilize its data for research and advocacy.
- Collaborate with Resource Development team to incorporate data into fundraising strategies.
- Review materials and prep President and CEO for external meetings.
- Develop and upkeep Urban Edge’s social media presence to increase public awareness of issues and to disseminate information regarding our research of programmatic best practices.
- Prepare presentations for President and CEO that reflect and advance Urban Edge’s policy agenda. Support staff in finding data, creating and presenting public presentations, and creating publications for public distribution.
- Prepare written reports, draft program concept papers, research program best practices and other activities that refine program approaches.

QUALIFICATIONS

Urban Edge’s Policy and Research Associate is a strategic thinker and a natural collaborator. S/He is excited to learn. This energetic, analytical, self-starter is passionate about social equity. S/He has excellent judgment and is able to make strategic decisions in complicated situations. The Policy and Research Associate has a “say yes” attitude that allows them to be nimble in Urban Edge’s dynamic environment.

- Undergraduate degree in public policy, law, urban planning or related field. Master’s degree preferred.
- One to three years’ experience working in a nonprofit preferred. Familiarity with or proven interest in community economic development, affordable housing, education and/or community health policies.
- A mix of strong analytical, research and communications skills.
- Superb ability to communicate the results of quantitative analyses to diverse audiences in an engaging manner.
- Demonstrated expertise in writing to communicate complex ideas succinctly.
- Expertise in using software to collect and organize data and to create reports and presentations.
- Strong follow through skills and neurotic attention to detail, especially under tight deadlines.
- Ability to prioritize competing demands in a fast-paced, dynamic environment.
- High personal standards with a reputation for integrity and excellence.

Please forward resume and cover letter to careers@urbanedge.org. You may also mail to Resumes at Urban Edge at 1542 Columbus Avenue, Roxbury, MA 02119.