



RESEARCH & POLICY ANALYST EQUITY IN COMMUNITY INVESTMENTS

Non-Exempt, Full-time, Regular Position, Los Angeles, CA

**This is currently a work-from-home position; however, APCA will shift to a hybrid workplace model once it is safe to return.*

Who We Are:

Advancement Project California champions the struggle for greater equity and opportunity for all, fostering upward mobility in communities most impacted by economic and racial injustice. We build alliances and trust, use data-driven policy solutions, create innovative tools, and work alongside communities to ignite social transformation. Rooted in the historic struggle for racial and economic equality, Advancement Project California envisions a world where all communities have equitable access to public resources and opportunities to thrive. The California office's primary programs are Educational Equity, Equity in Community Investments, and Political Voice.

Position Summary:

The primary goal of the Equity in Community Investments (ECI) program is to support campaigns, led by community-based organizations, for more equitable policies and investments in historically disinvested Black, Indigenous, and people of color communities. **We accomplish this through policy and budget analysis, advocacy, narrative development, and capacity-building efforts for our partners.**

The Analyst will produce action-oriented budget and data analysis in partnership with community-based organizations to support local advocacy campaigns. The Analyst will report to the Associate Director of Equity in Community Investments.

This work will include:

- Extensive budget and policy analysis utilizing a racial equity lens and across an array of issues including education, public health, and the built environment;
- Management and analysis of budget data, producing policy briefs, research reports, memos, and other materials as needed for policy campaigns;
- Identifying persuasive facts and crafting compelling advocacy messages; and,
- Deepening the capacity of partners by preparing and conducting budget advocacy trainings.

The successful applicant must have a strong, demonstrated commitment to social and racial justice, documented research and analysis skills, a track record of balancing multiple streams of work at the same time, experience in racial justice/systems change campaigns, the ability to engage with local government decision-making processes, and be self-motivated, flexible, and skilled at fostering creative and collaborative spaces.

Specific Responsibilities Include, But Are Not Limited To:

- Perform analysis of government reports and budgets and stay apprised of local government activities and developments.



- Prepare materials and reports for advocacy campaigns.
- Develop and conduct detailed and accessible training curricula for a wide range of stakeholders (including staff of community-based organizations, community members, funders, and media) on topics including the budget development and implementation processes and how to engage in effective advocacy campaigns.
- Support the strategic development of a policy agenda in consultation with Equity in Community Investments program leadership through research and advocacy.
- Serve as a liaison with community-based organizations and play an active role in coalitions.
- In collaboration with partner organizations, analyze political opportunities, and develop winning campaign plans and strategies.
- Identify, initiate, and deepen relationships with a broad array of policy, research, community-based stakeholders, relevant government staff, and political leadership.
- Occasional travel, once it is safe to return to in-person meetings (details will be discussed as part of the hiring process depending on an applicant's location).
- Support project implementation for current and emerging Advancement Project California (APCA) cross-programmatic efforts.
- Participate in organization-wide planning, development, and communication activities as needed and ensure adherence to Advancement Project goals and policies within the project area.
- Other duties as assigned, dependent on organizational needs and employee skills.

Qualifications:

To perform this job successfully, an individual must perform each essential job function assigned to satisfaction. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sincere and demonstrated commitment to advancing social and/or racial justice progress for the highest-need communities.
- 2-5 years of experience in civil rights and social justice, public policy, inside government, labor, community-based policy advocacy, and/or organizing (beyond summer or short-term internships).
- Bachelor's degree required; graduate degree in public policy, law, or the social sciences preferred. An equivalent combination of education and experience sufficient to successfully perform the essential job duties may be considered.
- Demonstrated experience conducting policy analysis, research (qualitative and/or quantitative), and analyzing complex information data for policy and planning.
- Demonstrated experience in leading and managing numerous complex projects that are strategic in nature and scope.
- Experience building and working in coalitions, including managing partnerships with residents and community organizations.



- Strong interpersonal, communication, facilitation, and presentation skills, with experience translating technical analyses into compelling advocacy messages especially preferred.
- Demonstrated success in delivering high-quality work product on a consistent, reliable basis in a fast-paced work environment with ambitious goals.
- Demonstrated ability to establish and maintain effective relationships and partnerships with key stakeholders.
- Proven ability to work with diverse communities, leaders, and staff.
- Strong analytical and problem-solving skills.
- Ability to work independently and with minimal supervision and demonstrated ability to work in small team settings.
- Flexibility to adjust and contribute to continually evolving work situations and changing priorities.
- Good computer skills, proficient with MS Office applications.
- Excellent organizational skills with demonstrated ability to execute projects on-time and on-budget.
- Bilingual English-Spanish a plus including the ability to speak, read, and write Spanish.
- Must be able to travel locally and statewide once it is safe to do so.

Benefits & Work Environment:

- Yearly professional development allowance and personalized professional development goals.
- 15 vacation days, 3 personal days, 8 sick days, and 2 weeks paid parental leave along with national and office holidays.
- Organizational and team wellness days to help build team cohesion and camaraderie.
- Opportunity to see the meaning and impact of your work at an organization that is actively building more equitable communities and systems across California.
- Opportunity to work in a flexible work culture that is sensitive to employee wellbeing and encourages work life balance.
- Additional benefits during the pandemic including scheduling flexibility for parents and caregivers and telework allowance.
- Opportunity to work in a company dedicated to pay equity and a diverse work culture.

Salary & Benefits:

- \$62,500 – \$77,500 depending on experience and is negotiable.
- Full, employer-covered medical, dental, and vision benefits with no employee contributions for spouses and/or dependents, including registered Domestic Partners.
- 403B retirement plan with employer matching benefits after 90 days.
- Flexible Spending Account for eligible employees to allocate pre-tax money throughout the year.



To Apply:

Please send an email with subject “ECI Research and Policy Analyst” and a cover letter, resume, and work-related writing sample in one PDF attachment titled “last_name_first_name_ECI Research and Policy Analyst.pdf” (e.g., Jimenez_Jorge_ECI Research and Policy Analyst.pdf) to:

Jorge Jimenez
Director of Human Resources, Finance and Administration
hr@advanceproj.org

Interview Process

- Phone interview with hiring manager
- Two panel interviews (via Zoom)
- Reference Checks

Diversity, Equity, and Inclusion:

Advancement Project is an equal opportunity employer and does not discriminate based on race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, people with disabilities; and/or formerly incarcerated people.