

## **Director, Policy and Research**

**Full Time – Chicago, IL**

Date Posted: February 1, 2010

### **About the Center for Economic Progress (CEP)**

CEP helps hard-working, low-income families move from financial uncertainty to financial security. Local in service but national in voice, we achieve our mission in three ways: we provide trusted [tax and financial counseling](#), giving Illinois families the tools to make sound choices; we [lead a national coalition](#) of organizations that promote economic progress for low-wage workers and their families; and, we [advance policies and practices](#) to create a financial system that works for all. CEP is the parent organization of the National Community Tax Coalition (NCTC) which works to create a more accessible and equitable tax and financial system for American workers.

### **About the National Community Tax Coalition (NCTC)**

The [National Community Tax Coalition](#), one of the nation's largest community-based coalitions working for economic justice, is a network of 500 plus organizations that provides critical, on-the-ground tax and financial services for working families and serves as a leading voice in Washington, DC for low-wage workers and their families. We achieve our mission by: building a movement to dramatically increase access to tax credits and benefits and asset-building opportunities; serving as a unified voice on tax policies and practices that impact our constituents; and improving the effectiveness, impact, and capacity of our affiliates.

### **POSITION DESCRIPTION**

The Director represents the Center's and National Community Tax Coalition's national advocacy, policy and research agenda by working with and through the National Community Tax Coalition (NCTC). The Director will implement an agenda that promotes economic inclusion and financial security for low-wage workers and their families. S/he will execute successful advocacy campaigns; cultivate government relationships and other strategic national partnerships that leverage local leadership; integrate communications strategies; serve as an articulate spokesperson; lead national research efforts; synthesize research and data to advance pragmatic policies; provide ongoing technical assistance and integrate local NCTC leadership into national advocacy activities; serve as a catalyst and bridge-builder for NCTC's national network.

The Director, Policy and Research will serve as the organization's external voice and leading strategist on progressive tax, financial services and asset-building policies. The selected candidate will be charged with overseeing a government relations consultant and a governmental affairs committee drawn from NCTC experts, enhancing a Washington DC presence that informs and influences policy debates around the tax code, the financial system and the federal government's role in supporting savings and asset-building.

## **POSITION QUALIFICATIONS**

- Five years of progressive experience and responsibility in advocacy, government relations, policy, programs and research, preferably in the field of community-tax preparation and/or asset building
- Strong working knowledge of federal and state policies, the federal budget process, and programs for low-income families and experience in federal, and, preferably, state legislative process
- Proven ability to leverage and manage governmental relationships and other cross-sector partnerships to achieve policy victories
- Demonstrated success leading outcome-oriented coalitions, teams, or working groups,
- Proven coalition builder, with the ability to connect community knowledge and experience to a practical, attainable advocacy and policy agenda
- Accomplished writer, with experience in synthesizing research and data to inform a policy agenda; prior experience leading state or national research projects preferred
- Experience working in multi-racial and economically diverse coalitions and communities strongly desired
- Excellent organizational, management and supervisory skills
- Strong interpersonal skills and a proven ability to engage and motivate others
- Commitment to the mission and values of the Center for Economic Progress and the National Community Tax Coalition
- Willingness to travel;
- Advanced degree preferred

## **COMPENSATION**

This is a full-time position, based preferably in Chicago, IL, with an annual salary range \$62,000 to \$67,000 and an attractive benefits package.

## **TO APPLY**

Submit a cover letter and resume by February 19, 2010 to:  
Jacci Christopher, Manager, Human Resources and Training  
29 E. Madison, Suite 900, Chicago, IL 60602  
E-mail: [jobs@economicprogress.org](mailto:jobs@economicprogress.org) or Fax: (312) 630-0275

**\*\*\*\*NO TELEPHONE INQUIRIES\*\*\*\***

The Center for Economic Progress is an Equal Opportunity Employer which values a culturally diverse workplace and welcomes persons with disabilities. For more information, visit our website at: [www.economicprogress.org](http://www.economicprogress.org) or the Coalition at [www.tax-coalition.org](http://www.tax-coalition.org).