



Education Policy Analyst

Overview

MassBudget's mission is to advance equitable policy solutions that create an inclusive, thriving Commonwealth for all. This is an exciting time as MassBudget continues its journey toward being an inclusive and equitable organization and explores what that means for our research, advocacy, communications, partnerships, operations, and development work.

A Policy Analyst leads MassBudget's work in one or more policy areas producing timely, comprehensible, and reliable research. Policy Analysts have strong policy analysis skills, work well independently and in teams, and can communicate information effectively to diverse audiences that include policy makers and community groups. MassBudget Policy Analysts are developing expertise toward becoming leading experts in the state in their policy areas. This role will focus on researching and analyzing education policy across the Commonwealth, with a primary focus on K-12 education and potential secondary focus on higher education. Additionally, the analyst will be responsible for associated activities to advocate for policy solutions and work with partner organizations to advance policy goals. This position will report to the Deputy Director of Research and Policy Analysis and will also work regularly with the Advocacy Directory, Director of Research and Policy Analysis, Director of Development, and Communications team.

This position will require the employee to register as a lobbyist in the state of Massachusetts. Additionally, due to the relationship-building nature of this position and occasional meetings at the State House, the Policy Analyst is required to reside in Massachusetts or within a reasonable commuting distance from Massachusetts.

***We will have a priority deadline of October 20, 2025, for accepting applications. Applications received by that deadline will be prioritized for review. Those received after the deadline will be collected and reviewed as needed.**

RESPONSIBILITIES

Education Policy Analysis and Advocacy

- Conduct policy research and create accessible written reports and fact sheets on education policy, including supporting equitable policies related to K-12 education
- Disaggregate data by race, ethnicity and income to convey accurate and compelling analyses about K-12 and higher education
- Work with MassBudget's Communications team to create accessible content, such as infographics, videos, social media content, and other materials that support MassBudget's education research findings
- Work in coordination with the Advocacy Director to collaborate with coalitions and partners to advance policies that address education in Massachusetts
- Work in coordination with the Deputy Director of Research and Policy Analysis to track and analyze state investments in education

- Develop, in collaboration with other Research staff, the organization's annual goals and plans in addition to exploring best practices and policy ideas
- Occasionally fact check peer research
- Collaborate with national, state and local partners to exchange information on best practices
- Attend conferences and other meetings on matters of interest to MassBudget

Outreach and Development

- Speak on education policy matters to the general public, advocacy groups, legislators, and the press
- Equip diverse stakeholders across the Commonwealth with knowledge of MassBudget's education research findings, data analysis, and policy recommendations
- Lead MassBudget's research and outreach on state budget proposals for education policy
- Provide budget and tax-related information about education to partners and policymakers
- Work with MassBudget's development team on donor engagement and reporting on MassBudget's education policy work

State Budget Public Education

- Conduct presentations and training sessions about the state budget process as needed for external audiences across Massachusetts
- Support the Deputy Director of Research and Policy Analysis with the development of highly accessible and relevant education materials in the state budget

QUALIFICATIONS AND HOW TO APPLY

Required Skills and Experience:

- Minimum of 1-3 years of dedicated economic or policy analysis experience, preferably on issues that relate to K-12 education policy and improving the lives of individuals and families living on low- and middle-incomes.
- Strong technical skills in Microsoft Excel, specifically when used to analyze large datasets
- Commitment to building racial and economic equity in alignment with MassBudget's mission
- Understanding of state policymaking
- Detail-oriented collaborator who has proven experience managing projects and deadlines effectively
- Very strong written and oral communication skills

Desired Skills and Experience:

- Proficiency with statistical and/or data visualization softwares, such as R, Stata, and Tableau
- Knowledge of a second language that is [prevalent](#) in Massachusetts
- Experience with – and enthusiasm for – public speaking
- Familiarity with higher education policy

MassBudget is on its journey to becoming a safe, inclusive workplace for people of all backgrounds and walks of life. Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point. We encourage you to please apply anyway.

Salary and Benefits

MassBudget has a 35-hour work week; this position is full time. MassBudget is a remote-first organization; though, staff may be required to attend in-person meetings and events as needed during the course of business.

The salary range is \$79,673-\$89,764 based on qualifications and experience. In an effort to increase equity and because salary negotiations tend to have an unfair bias, MassBudget will not participate in a salary negotiation process for any position. MassBudget will make its best offer, and it will use the same criteria regardless of the staff member or position, current or potential.

MassBudget currently provides generous benefits including: paying 100% of health, vision, and dental care premiums; short-term family and medical leave; long-term disability insurance; life insurance; accidental death insurance; wellness benefit; employer contribution to a flexible spending account or health savings account; at least 3 weeks of vacation annually; 15 paid wellness days annually; and an employer match to employees' 401k plans.

How to Apply

Please email resume and cover letter to jobs@massbudget.org. Put "LAST NAME, FIRST NAME, Applicant for Education Policy Analyst" in the subject line of the email. This position is open until filled.

MassBudget does not discriminate basis of race, color, religious creed, national origin, sex, sexual orientation, gender, gender identity, pregnancy or pregnancy-related condition, age, ancestry, traits historically associated with race, citizenship, marital or veteran status, uniformed military service, genetic information, handicap or disability, or any other protected status as defined by law. As part of its work on building an antiracist organization, MassBudget is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. We encourage applications from persons whose background and experiences will increase the diversity of voices in our organization.