



Policy Analyst: Housing and Human Services

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 policy across the Commonwealth, with a primary focus on housing policy and a secondary focus on human services programs, including food security and transitional aid programs. 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 Director, 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 September 20, 2026, at 11:59PM 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.**

The preferable start date for a candidate is January 5, 2027.

RESPONSIBILITIES

Housing and Human Services Policy Analysis and Advocacy

- Conduct policy research and create accessible written reports and fact sheets on housing (primary) and human services (secondary) policy areas, including but not limited to supporting equitable policies related to creating more affordable housing and ensuring families across the Commonwealth have access to affordable, healthy food.
- Disaggregate data by race, ethnicity and income to convey accurate and compelling analyses about housing and human services policy
- Work with MassBudget's Communications team to create accessible content, such as infographics, videos, social media content, and other materials that support MassBudget's housing and human services research findings

- Work in coordination with the Advocacy Director to collaborate with coalitions and partners to advance policies that address housing and human services in Massachusetts
- Work in coordination with the Deputy Director of Research and Policy Analysis to track and analyze state investments in housing and human services
- 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 housing and human services policy matters to the general public, advocacy groups, legislators, and the press
- Equip diverse stakeholders across the Commonwealth with knowledge of MassBudget's housing and human services research findings, data analysis, and policy recommendations
- Lead MassBudget's research and outreach on state budget proposals for housing and human services policy areas
- Provide state budget and tax-related information about housing and human services to partners and policymakers
- Work with MassBudget's development team on donor engagement and reporting on MassBudget's housing and human services 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

Required Skills and Experience:

- Minimum of 1-3 years of dedicated economic or policy analysis experience, preferably housing policy, or other issues related to human services policy, and improving the lives of individuals and families with 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
- Detail-oriented collaborator who has proven experience managing projects and deadlines effectively
- Very strong written and oral communication skills

Desired Skills and Experience:

- Understanding of state policymaking
- 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

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 contributions.

HOW TO APPLY

Please email resume and cover letter to jobs@massbudget.org. Put "LAST NAME, FIRST NAME, Applicant for Housing and Human Services 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.

At this time, MassBudget is not able to provide visa sponsorship.

SECTION PROCESS TIMELINE (subject to change)

Late September-Beginning of October: First Round Phone Interview

Mid October: Employment Exercise (2-hour exercise done on own time)

Beginning of November: Final Round Virtual Interviews

Mid-November: Offer Extended

January 5, 2027: Preferable Start Date