

## **POSITION DESCRIPTION**

**POSITION TITLE:**                      **Policy Fellow**

### **THE ORGANIZATION**

The Economic Innovation Group (EIG) is an ideas laboratory and advocacy organization dedicated to forging a more dynamic, entrepreneurial, and innovative U.S. economy for the 21st century. Headquartered in Washington, D.C. and led by an experienced, bipartisan team, EIG convenes leading experts from the public and private sectors, develops original policy research, and works to advance creative legislative proposals that will bring new jobs, investment, and economic growth to communities across the nation.

### **THE ROLE**

EIG is looking for a dynamic and motivated emerging leader in economic policy to serve as its Fall Economic Policy Fellow. The Policy Fellow will work with EIG's Policy Team, consisting of the Senior Director for Policy and Strategy, the Manager for Research and Policy Development, and the Manager for Government Affairs to develop the organization's policy agenda. The Policy Fellow will provide research support and will execute an original research project. In addition, the Policy Fellow will be closely involved in advancing a core piece of legislation in Congress around distressed communities.

Specific responsibilities will include, but not be limited, to the following:

- Assist in conducting spot research and drafting briefers for members of EIG's Executive Team on key policy areas of focus, including economic and community development, entrepreneurship, innovation, and access to capital;
- Research and evaluate innovative and effective state-level policies in EIG's core issue areas to highlight in blogs, newsletters, op-eds, briefers, and reports;
- Serve as an internal resource for up-to-date information on relevant national and state-level policy developments;



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- Work with Policy Team Managers to build a repository of relevant best practices from all layers of government as well as abroad;
- Work with Policy Team Managers to produce collateral materials to advance EIG's legislative priorities;
- Contribute to the substantive development of infographics, blogs, and reports as needed; and
- Regularly attend and report back on relevant think tank events in DC.

The Policy Fellow will also be responsible for producing one capstone research project under the guidance of EIG managers and directors. The project will likely take the form of a deep-dive analysis into a single policy that may become a core state or national advocacy priority for EIG.

Elements of the fellowship may be tailored to suit a particular candidate's strengths, background, and interests as well.

### **QUALIFICATIONS**

- Master's degree in relevant field (e.g. public policy, economics, sociology).
- Demonstrated interest in EIG's core issue areas (economic and community development, entrepreneurship, innovation, and access to capital) either through past work or volunteer experience or through independent research projects.
- Demonstrated fluency in methods of qualitative analysis.
- Familiarity with basic quantitative methods of analysis, demonstrated by proficiency in higher-level Excel functions and at least one statistical analysis software program.
- Excellent oral and written communication skills.
- Familiarity with the policymaking process gained through, for example, prior work or internship experience on the Hill or in state or local government preferred but not required.
- Entrepreneurial spirit and desire to work in a fast-paced startup environment.
- Self-motivated, creative, organized, and deeply committed to personal and organizational excellence.



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**EDUCATION**

Current graduate students or recent graduates.

**DETAILS**

The fellowship will start in August and run through Friday, December 16<sup>th</sup>. Compensation is competitive and commensurate with experience.

**CONTACT**

Applicants should send a resume and cover letter to Milica Cosic with the subject line “EIG Fall Policy Fellow.”

Milica Cosic  
Manager for Operations and Administration  
Economic Innovation Group  
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