



## **POSITION DESCRIPTION**

**POSITION TITLE:** Manager for Policy Development

**REPORTS TO:** Co-Founder and Senior Director for Policy & Strategy

## **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**

The Manager for Policy Development will work with the Senior Director for Policy & Strategy and the broader EIG Executive Team and staff to develop, research, analyze, and publish economic policy projects. This person will conduct data analysis, complete literature reviews, draft blog posts and articles, and liaise with EIG's policy and economic advisors.

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

- Work closely with EIG's policy advisors and Economic Advisory Board to develop original economic research and analysis projects;
- Identify creative and strategic opportunities for EIG to advance its policy agenda;
- Assist in conceptualizing and drafting innovative policy proposals related to EIG's priorities;
- Support the drafting and execution of reports, national surveys, op-eds, and blogs;
- Assist in managing day-to-day activities of EIG policy and government affairs consultants;
- Serve as liaison with key stakeholders in Congress, the Executive Branch, and the broader policy community.



ECONOMIC  
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## **QUALIFICATIONS**

- Minimum 5 years of experience dealing directly with economic policy and research.
- Familiarity with process and key stakeholders related to economic and tax policy in Congress, the Administration, and the think tank community.
- Demonstrated ability to analyze and synthesize economic and tax policy.
- Preference for quantitative analytical experience, including the ability to use Microsoft Excel and other econometrics and statistical software (e.g. STATA, SPSS), economic modeling (e.g. IMPLAN), and data visualization (e.g. Tableau) to organize and prepare data for use in research publications, graphics, and interactives.
- Excellent oral and written communications skills.
- Entrepreneurial spirit and desire to work in a start-up environment.
- Passion for bringing the voice of entrepreneurs and investors to the national economic policy debate.
- Self-motivated, creative, organized, and deeply committed to personal and organizational excellence.

## **EDUCATION**

A Bachelor's degree in economics, public policy, statistics, or a related field is required. A Master's degree is preferred.

## **CONTACT**

Applicants should send a resume and cover letter to Milica Cosic with the subject line "Manager for Policy Development."

Milica Cosic  
Manager for Operations and Administration  
Economic Innovation Group  
[Milica@eig.org](mailto:Milica@eig.org)