

## **POSITION TITLE: Research and Policy Analyst**

### **About the Economic Innovation Group**

The Economic Innovation Group (EIG) is an ideas laboratory and bipartisan advocacy organization dedicated to forging a more dynamic, entrepreneurial, and innovative U.S. economy for the 21st century. With its headquarters in Washington, D.C., 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.

### **Position Description**

This position will provide a talented aspiring analyst with an exceptional opportunity to learn, to grow, and to achieve impact as part of a small, committed, hard-working team. EIG's Research and Policy Analyst will play an integral role in devising and executing a thought-provoking research agenda that directly informs creative, actionable policy proposals to reinvigorate the dynamism of the U.S. economy.

The analyst will be deeply involved in the conceptualization, planning, data compilation, analysis, writing, and communication of research products. The analyst will work closely with the communications and events teams internally in order to inform the organization's work. The analyst will be relied on as a source of policy ideas and expertise and will actively contribute to ongoing efforts to develop a robust entrepreneurship- and opportunity-centric policy agenda. The analyst will also spend a considerable amount of time in their first year working to ensure successful implementation of the Opportunity Zones provision by engaging with EIG's Opportunity Zones Coalition as well as external stakeholders and contributing as needed to EIG's related advocacy efforts.

Specific responsibilities include but are not limited to:

- Compiling, processing, analyzing, and visualizing data to feed into published materials
- Research and policy writing
- Regular qualitative and quantitative spot research for the organization and its principals
- Creating materials to package EIG data resources for target audiences
- Managing the distribution of EIG's data to external scholars and stakeholders
- Responding to incoming Opportunity Zone-related queries
- Supporting the CEO on developing presentations, speeches, and other materials
- Keeping abreast of the latest academic research in EIG's key issue areas
- Serving as an internal resource on relevant national, state, and local policy ideas, best practices, and best principles

- Further expanding EIG’s network and serving as a liaison with key stakeholders in Congress, the Executive Branch, and the broader policy and research communities

### **Qualifications**

- Master’s degree in relevant field (e.g. public policy, economics, development)
- 3-5 years prior work experience in a related field
- Demonstrated professional expertise in EIG’s core issue areas (economic and community development, entrepreneurship, innovation, and access to capital)
- Demonstrated fluency in methods of both quantitative and qualitative analysis
- Excellent oral and written communication skills
- Keen attention to detail and demonstrated ability to manage multiple competing priorities in a fast-paced work environment
- Demonstrated knack for visualizing data and information in a variety of different formats.
- Familiarity with the policymaking process gained through prior work experience in the federal government, on the Hill, or in state or local government
- Entrepreneurial spirit and desire to work in a fast-paced startup environment
- Self-motivated, creative, organized, and deeply committed to personal and organizational excellence

### **Education**

A Master’s degree is preferred.

### **Contact**

Applicants should email their resume and cover letter to [careers@eig.org](mailto:careers@eig.org) with the subject line “2018 Research and Policy Analyst” no later than Monday, October 1<sup>st</sup>.