



CALIFORNIA BUDGET PROJECT

1999-2009:

*Celebrating 10 years*

*of independent*

*budget and policy*

*analysis*

## Job Announcement Associate Director

The California Budget Project (CBP) is a nonpartisan, nonprofit organization that conducts research and analysis on a range of state tax and budget issues, with a particular focus on issues affecting low- and middle-income Californians. The CBP seeks to hire an associate director to assume a leadership role in the organization's research, educational, and organizational efforts.

The associate director's responsibilities will include hiring, supporting, and supervising staff and interns; staff training and development; researching and writing reports; and representing the CBP before state and local organizations and policymakers. The associate director works with the executive director to oversee the administrative operations of the organization.

Candidates for the position should have:

- A graduate degree in public policy, economics, or a related field.
- At least five years experience in policy analysis or research. Familiarity with state or local government and legislative processes highly desirable.
- Ability to supervise staff and interns.
- Excellent written and verbal communications skills, including the ability to communicate technical information clearly to lay audiences both in writing and through public speaking.
- Strong quantitative and analytic skills, including familiarity with spreadsheets, computer graphics, and statistical analysis software.
- Experience in grant writing highly desirable.
- Self-motivation, ability to work independently, and ability to prioritize tasks.
- Willingness to work as a part of a team.
- Commitment to the goals of the California Budget Project.

The associate director reports to the executive director. This position is full-time and is based in Sacramento, California. Salary will be based on experience and includes health and dental benefits. Applications accepted until the position is filled. To apply, send a resume, writing sample, and cover letter to:

Associate Director Search  
California Budget Project  
1107 9<sup>th</sup> Street, Suite 310  
Sacramento, CA 95814  
(916) 444-0500  
cbp@cbp.org  
www.cbp.org

The California Budget Project is an equal opportunity employer.

1107 9<sup>th</sup> Street, Suite 310  
Sacramento, California 95814  
P: (916) 444-0500  
F: (916) 444-0172  
cbp@cbp.org  
www.cbp.org