



Job Announcement Deputy Director

The California Budget Project (CBP), 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, seeks to hire a Deputy Director. This individual will supervise the CBP's research and administrative staff to ensure that projects are completed in a timely manner and meet high-quality standards. In addition, the Deputy Director will contribute to the organization's analysis of state tax, budget, and economic policy issues.

The responsibilities of the Deputy Director include:

- Managing the day-to-day workload of research/policy and administrative staff, under the direction of the executive director, and ensuring that organizational priorities are being followed;
- Providing direction and regular feedback to research/policy and administrative staff and facilitating staff development;
- Evaluating research/policy staff work product for accuracy, clarity, and conformance with organizational style;
- Facilitating communication between the executive director and staff, and among staff;
- Continually identifying, implementing, and institutionalizing measures to improve organizational operations;
- Assisting the executive director and the organization's development staff with grant writing and reporting; and
- Fulfilling the responsibilities of a senior policy analyst, including researching and writing reports; analyzing state and federal budget and policy proposals; representing the CBP before state and local constituency groups and policymakers; and providing assistance to community groups, legislative staff, and government officials.

Qualifications for the Deputy Director position include a graduate degree in a relevant discipline, such as public policy, public health, economics, or urban planning, and at least five years of directly related program or policy analysis experience. Non-profit management experience, including grant writing and grant reporting, a plus. The ideal candidate will also be familiar with legislative processes at the state or federal level. Other qualifications of the Deputy Director position include:

- Ability to provide clear direction and guidance to staff and create a motivating environment;
- Ability to develop short- and long-term plans to achieve organizational goals in a timely manner;
- Outstanding written and verbal communications skills, including a demonstrated ability to communicate complex topics to non-expert audiences;

- Demonstrated ability to think strategically, identify opportunities, and develop public policy options;
- Strong analytic skills, including proficiency with spreadsheets and databases;
- Self-motivation and ability to work independently, prioritize tasks, and juggle competing priorities;
- Willingness to work as a part of a team; and
- Commitment to the goals of the CBP.

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

Deputy Director
California Budget Project
1107 9th Street, Suite 310
Sacramento, CA 95814
www.cbp.org

Please send materials by regular mail or as a pdf attachment to cbp@cbp.org. Attachments sent in other formats will not be accepted.

The California Budget Project is an equal opportunity employer.