MINNESOTA COUNCIL OF NONPROFITS
Research Analyst (Minnesota Budget Project)

Organization Summary
The Minnesota Council of Nonprofits (MCN) is the largest state association of nonprofits in the United States with over 2,300 members from across Minnesota. With a mission to inform, promote, connect, and strengthen individual nonprofits and the nonprofit sector, MCN is committed to building the capacity of nonprofits across Minnesota, and elevating the sector’s influence among policymakers, funders, and the public.

The Minnesota Council of Nonprofits (MCN) was founded in 1987 to meet the increasing information needs of nonprofits and to convene nonprofits to address issues facing the sector. The organization accomplishes its mission in five ways: education and professional development, research on nonprofit sector trends and tax and budget issues, public policy, cost savings partnerships, and local, state, and federal advocacy. MCN is dedicated to enhancing and improving cultural humility, intentionally creating inclusive and accessible spaces, and working to end disparities in power, money, access, and resources within the nonprofit sector and in government decision-making at the local, state, and federal levels.

The Minnesota Budget Project is a program of MCN with has a track record of successfully combining sound research and analysis with advocacy, engagement, and communications strategies to enact policy change, particularly in the areas of budget, tax, and economic policy. The Minnesota Budget Project is one mechanism by which MCN advances its vision of a healthy, cooperative, and just society.

Objective
The Minnesota Budget Project’s Research Analyst produces timely and credible research and analysis on a range of policy issues that improve economic opportunity for low- and moderate-income families, reduce racial disparities, and promote sound fiscal decision-making in Minnesota. Research focus areas include tax policy and the racial justice implications of policy decisions, as well as responding to emerging state and federal issues as assigned.

The Minnesota Budget Project is the Minnesota partner in the national State Priorities Partnership (SPP), a network of more than 40 nonprofit research and advocacy organizations that fight for a just and equitable America. Through SPP, this position has access to professional development opportunities, peer-to-peer learning, fellowship with colleagues across the country engaged in similar work, and access to national experts at the Center on Budget and Policy Priorities.
Major Functions and Tasks

Research and Analysis (85%)
- With direction from the Minnesota Budget Project Director and Deputy Director, produce analytic materials that advance the mission of the project, including issue briefs, newsletter articles, fact sheets, and blog postings. Frequently apply a racial equity lens in the production of analytic products.
- Conduct rigorous analysis of policy and budget proposals active in the policy debate, administrative data, academic research, and public data sets.
- Respond to technical assistance and research requests from other members of the Minnesota Budget Project team and state-based and national partners.
- Collaborate with the Director and Deputy Director to identify potential analytic and research projects that further the project’s mission and fall within the workplan and policy agenda.
- Stay current on literature, trends, and activities related to the Research Analyst’s areas of focus, through activities including attending conferences and meetings, and monitoring state legislative activity.
- Build and maintain relationships to support success in this role, and as directed, to inform the project’s workplan and policy agenda. Provide technical assistance and be a resource to partners.
- May involve sharing research findings with partners, policymakers, media, and the community through presentations and other means.

Other (15%)
- Contribute to the project’s annual workplan and policy agenda development processes.
- To support the operational stability of the organization and health of individual employees, this position may be cross-trained on key activities of other positions to ensure redundancies are in place and asked to temporarily cover duties in the case of business disruptions.
- Perform other job duties as assigned.

Expectations

MCN values a commitment to learning, curiosity, and self-directed work beyond what is outlined in a formal job description that mutually supports the professional growth of its employees and benefits the organization. For up to two hours a week on average this position is encouraged to engage in self-assigned work such as participation in organizational committees or projects that advance MCN’s strategic and/or operations goals.

- Represent MCN in a professional manner with members, visitors, and other constituents at all times.
- Work within the parameters of MCN’s annual operating budget
- Attend and assist with MCN conferences and other events
• Participate in internal MCN committees or projects
• Work with other staff members to help meet MCN’s goals
• Help create an inclusive and welcoming environment for all individuals in regards to diversity which may include geography, race, ethnicity, socioeconomic status, immigration status, veteran status, familial status, sexual orientation, gender and gender identity/expression, age, ability and religion.
• Demonstrate role-appropriate understanding and responsibility related to the organization’s financial picture and operating budget, as defined by MCN’s Organizational Financial Literacy and Staff Empowerment

Minimum Requirements

• Minimum of two years in public policy, economics, public finance, or a related field and including experience conducting policy and fiscal analysis.
• Strong quantitative and analytic skills, including proficiency with spreadsheet and statistical software. Competency with research methods and statistics.
• Working knowledge of word processing software.
• Strong writing and presenting skills, including the ability to articulate a policy argument and communicate complex information to a variety of audiences.
• An understanding of how policy issues intersect with racism and economic and social inequality, and experience applying a racial equity lens to policy work.
• Ability to prioritize, manage multiple tasks, and complete assigned projects under time constraints.
• Demonstrated ability to work independently and as part of a team.

Preferred Requirements

• BA, BS or equivalent experience in public policy, economics, public finance or a related field.
• Previous experience working in nonprofit organizations, issue advocacy organizations or campaigns, community-based groups, or government positions.
• Knowledge of tax policy and public policy issues affecting low- and moderate-income people and communities of color.
• Familiarity with the legislative and budget processes at the state and/or federal levels.
• Skills in data visualization.

Working Conditions/Physical Demands

• This is a bargaining unit position. New employees in the bargaining unit shall be required to join the Guild within thirty days of their date of hire according to the collective bargaining agreement between the Minnesota Newspaper and Communications Guild – CWA Local 3702 and the Minnesota Council of Nonprofits.
• Requires frequent use of a telephone, Microsoft Teams, Zoom, or other applications, speaking in a clear and understandable manner.
• Requires frequent participation in repetitive motion activities including typing on a computer keyboard and/or other tasks.
Frequently requires the ability to work for several hours at a time at a desk and computer monitor.

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Occasional travel to the Minnesota State Capitol and occasionally to other locations in the Twin Cities metro area.

Requires occasional state and national travel, including overnight and multi-day travel, primarily for conferences and training opportunities.

Requires occasional extended work hours, particularly during the legislative session.

Additional Information

Reports to: Minnesota Budget Project Deputy Director
Classification: Regular, Full-time (40 hours/week), exempt
Compensation: $50,000 - $75,000 per year (with a starting range of $50,000 to $62,000) plus benefits, which include health and dental insurance, retirement plan (including employer match), Section 125 (flex) plan, long-term disability, life insurance, sick leave, three weeks of vacation plus personal days and summer hours, paid holidays, paid parenting leave.

Hours: MCN’s office hours are 8:30 am through 4:30 pm, Monday through Friday. Some work schedule flexibility may be explored with this position’s supervisor.

Location: MCN values the importance of place-based roles in developing and sustaining relationships within communities in Minnesota and supporting Minnesota's statewide economy. This position requires the employee to reside in Minnesota and work frequently at MCN’s St. Paul office.

Telework arrangements within Minnesota may be explored with this position’s supervisor and HR. Due to the complexity of varying state labor and tax laws across the United States, work outside of Minnesota is generally not permitted.

Other: The Minnesota Council of Nonprofits is recognized as an Employer of National Service with the Corporation for National and Community Service. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

The Minnesota Council of Nonprofits is an equal opportunity employer and does not discriminate based on race, color, religion, creed, age, sex, national origin, ancestry, marital status, pregnancy, familial status, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, size, status with regard to public assistance, genetic information or any other characteristic protected under local, state or federal statute, ordinance or regulation.