



DATA AND RESEARCH ANALYST POSITION DESCRIPTION

Position title: Data and Research Analyst

Positions reporting to occupant: None

Position reports to: Research Director, Wisconsin Policy Forum

Location: Madison or Milwaukee office

About the Wisconsin Policy Forum: WPF was created in January 2018 with the merger of Wisconsin's two most respected public policy research organizations: the Madison-based Wisconsin Taxpayers Alliance and the Milwaukee-based Public Policy Forum. With offices in both cities, WPF is dedicated to providing informed, objective, and nonpartisan analysis of policy and fiscal issues that impact state and local government and school districts. The organization maintains a healthy endowment and enjoys strong financial stability. It is led by an engaged 14-member Executive Committee and a 75-member Board of Directors comprised of business, government, and community leaders from across Wisconsin.

Position description: The Data and Research Analyst will play a key role in furthering the organization's commitment to researching, analyzing, and facilitating the advancement of informed public policy decision-making at the state and local level in Wisconsin. His or her work will include working with the research director, data and technology director, and researchers to collect, analyze, and synthesize data from various sources, including Wisconsin state government departments (e.g. the Department of Public Instruction and Department of Revenue); developing effective ways to use and visualize data in Forum publications and via other communications strategies; and developing and maintaining databases that are critical to the organization's research agenda and needs.

Responsibilities include:

- Compile, format, and visualize data for reports, presentations, and interactive web-based research products.
- Design quantitative data collection instruments and conduct data and statistical analysis.
- Assist with the design and formatting of reports and research materials.
- Assemble and maintain databases related to state of Wisconsin, local government, and school district finances and performance.
- Work with the research director and data and technology director to maintain data integrity.

- Assist research director and research staff with policy research, analysis, and writing.
- Conduct other duties as assigned consistent with a small nonprofit organizational environment in which all staff members work closely together to achieve the organization's mission.

Qualifications:

- Bachelor's degree in a related field such as statistics, information science, economics, political science, and public policy.
- 1-3 years of relevant experience preferred.
- Advanced knowledge of Microsoft Office, particularly Excel, required
- Experience with Tableau or other data visualization tools preferred
- Knowledge of HTML and website editing experience a plus
- Strong technical and analytical skillset
- Attention to detail and strong organizational skills
- Ability to work both independently and as a member of a team. WPF values and works hard to maintain a productive, respectful, and collegial staff culture. All positions require a positive, "can-do" demeanor.
- Commitment to WPF's mission as a reliable, objective, nonpartisan research organization.

Compensation: A total compensation package starting in the mid-\$40,000 range will be offered based on the qualifications and experience of the successful applicant. Available benefits include health/dental/vision insurance package, employer-paid life/disability coverage, employer-paid parking, and a generous matching 401(k) program. The Wisconsin Policy Forum is an Equal Opportunity Employer.

How to Apply: Interested applicants should send a resume and cover letter via e-mail to Jason Stein, research director, at jstein@wispolicyforum.org.