



# Tax Foundation Job Announcement

## Policy and Outreach Associate

### About the Tax Foundation

We're an 81-year-old nonpartisan, non-profit think tank located steps away from the White House in Washington, DC. Our staff brings a balance of time-earned experience and youthful ambition to the table and we regularly work with policymakers on both sides of the aisle to help fix problems in national and state tax codes. By focusing on effective policies instead of politics, we have curated a reputation as the most effective tax policy think tank in the nation.

Our custom-built office is fitted with collaborative spaces that allow our staff to work together in a variety of settings. We want to facilitate a work environment that allows you to work the way you work best. Whether it's providing cutting edge technology to our staff, allowing our staff to take risks and try creative new solutions, or organizing a lunch at a great restaurant during Restaurant week, our management works hard to make the Tax Foundation environment an example of what working in DC should be.

### Job Overview

Tax Foundation seeks a Policy and Outreach Associate to join our federal policy team. The federal team produces dozens of reports each year, testifies before Congress, uses our Tax and Growth (TAG) model to analyze federal tax policy, and works with friends at the national level to promote smarter, pro-growth tax policy.

The successful candidate will be responsible for expanding Tax Foundation's reach on Capitol Hill and with key allies, including handling meetings with Congressional offices, assisting with strategic planning, meeting and event planning, and disseminating Tax Foundation research to advance principled tax policy.

Good speaking, good writing, and good attitude are a must. The right candidate must also believe strongly in the Tax Foundation mission of pushing the tax reform debate toward smarter policies. The Associate will report to our Director of Federal Projects and will be located in Washington, DC.

### Duties and Responsibilities

- Develop and maintain knowledge of current federal tax policy and economic issues and identify ways the Tax Foundation can contribute to the debate.
- Help curate and cultivate Tax Foundation relationships on and off Capitol Hill
- Assist with planning for Tax Foundation University and the Tax Foundation Talking Tax series of events
- Ensure Tax Foundation materials are shared with key allies in a timely and accessible manner.
- Assist in expanding the Tax Foundation's presence with policymakers, academics, the media, and interested stakeholders, through responses to inquiries and briefings to key stakeholders.
- Research and write shorter-form pieces, such as blog posts and op-eds on federal tax issues.

### Ideal Skill Sets

- Experience or training in economics, public finance, public policy, political science, or government
- Several years of Capitol Hill experience preferred
- Able to work independently on projects, from conception to completion; to work under pressure; and to represent Tax Foundation in a highly professional manner
- Possess strong interpersonal skills and enjoy working with a team.

### Benefits

Salary range is \$50,000 to \$65,000, depending on qualifications and experience. Benefits include HSA-based health coverage (TF covers an amount equivalent to three-quarters of the silver-level premium and deposits the amount of the deductible into the HSA), dental and vision coverage, life/AD&D/LTD insurance, 12 holidays per year, 15 vacation days per year, sick leave, early release on Fridays, and a 401(k) retirement plan (100% match on first 5%).

### Applying

Submit cover letter and resume at [taxfoundation.org/careers](http://taxfoundation.org/careers). The position is open until filled. The Tax Foundation is an equal opportunity employer. EOE/M/F/D/V