



333 Washington Street | Suite 853 | Boston, MA 02108 | 617.720.1000
www.masstaxpayers.com

Position: Policy Researcher, Early Education & Care

For: Massachusetts Taxpayers Foundation
333 Washington Street, Unit 853
Boston, MA 02108
www.masstaxpayers.org

Status: Full-Time Exempt

Salary Range: \$65,000-\$70,000

Reports to: Director of Research & Administration and MTF President

About the Massachusetts Taxpayers Foundation (MTF): MTF is a non-partisan, non-profit research organization widely recognized as the Commonwealth’s premier public policy research organization. MTF provides public and private decision-makers with unbiased and timely research and constructive solutions that drive public policy, strengthen the state and local finances, and position the Commonwealth for equitable and sustainable growth.

Job description: MTF Policy Researchers conduct independent research, author publications, make presentations to MTF members and larger policy audiences, contribute to MTF’s ongoing state budget research, and assist the research team on larger projects. The policy focus for this role will include primarily early childhood education but will also be determined by the work of the Foundation and the interest and expertise of the candidate.

Responsibilities: Responsibilities of the Policy Researcher include:

- Manage research projects and conduct independent research in early education and care policy;
- Draft and contribute to MTF policy bulletins and research papers for publication;
- Track relevant local, state, and federal fiscal and policy action;
- Provide MTF members, policymakers, and stakeholders with updates and analysis of early education funding and policy developments;
- Present research and budget analysis to a variety of audiences, creating engaging and accessible presentations to do so;

- Represent MTF at meetings, policy working groups, and discussions with public officials;
- Inform policy debate and decisions and provide actionable, evidence-based analysis and recommendations;
- Help MTF leadership build membership and partnerships with organizations engaged in assigned policy areas;
- Assist with MTF communication and events;
- Other duties as assigned.

Skills and Experience: MTF is seeking the best candidates for the Policy Researcher role and encourages all motivated applicants to apply. This is an entry-level role for someone looking to grow in the field of public policy research, interest or experience in early education policy encouraged but not required. MTF values diversity in background and experiences and seeks candidates with a commitment to MTF's mission to promote equitable and sustainable economic growth across the Commonwealth with a strong mix of the following qualifications:

- Demonstrated interest or experience conducting and presenting on public policy research;
- Strong written and oral communication skills;
- Capacity to multi-task, work independently, take initiative, and meet deadlines;
- Commitment to working collaboratively in a small-team environment;
- Ability to engage appropriately with MTF leadership, public officials, business and non-profit leaders, and other public policy stakeholders;
- Familiarity with public policymaking in Massachusetts;
- Demonstrated experience working with diverse audiences and teams;

Salary, benefits, and work arrangement: The Policy Researcher position is full-time. Compensation is determined based on qualifications and experience, but we expect the salary range to be \$65,000-\$70,000. MTF provides generous benefits including health and dental insurance, paid leave, and a 401(k) retirement plan with partial employer match. The position will include in-office and remote work, the MTF research team is generally in our downtown Boston office 2 days a week.

Interested candidates should submit a resume and cover letter to MTF Senior Researcher, Victoria Bergeron vbergeron@masstaxpayers.org. Submissions are due by June 22nd.