



## Senior Policy Analyst

### New Mexico Municipal League

The New Mexico Municipal League is looking for a full-time Senior Policy Analyst to focus on municipal policy issues, including tax and fiscal policies impacting municipalities.

The Municipal League is a nonprofit, nonpartisan association representing and serving New Mexico's cities, towns, and villages. In addition to serving 106 municipalities, the Municipal League also supports 12 professional "subsection" groups comprised of elected officials and municipal employees. *For more information about the Municipal League, please visit [www.nmml.org](http://www.nmml.org).*

The League is seeking an individual with excellent analytical and communication skills to lead analysis on relevant municipal policy issues, support legislative advocacy efforts, and provide training and other support for League members.

#### Job Responsibilities

- Conducts research and analysis on municipal policy issues, including fiscal and tax policy
- Supports League members (municipal elected officials and staff) in analyzing and interpreting data, including tax data
- Conducts training for League members on municipal policy topics
- Analyzes legislation to identify municipal impacts
- Supports legislative advocacy on League priorities
- Develops written content on relevant topics for Municipal League publications and communications
- Performs other related duties as assigned

#### Skills & Knowledge

- Excellent analytical skills, including use of Microsoft Excel and other statistical/database tools
- Experience in fiscal/budgetary analysis
- Excellent verbal and written communication skills
- Knowledge of municipal- and state-level tax policy preferred
- Experience in legislative-related work preferred
- Knowledge of municipal government operations, structure, and policy is a plus

#### Education & Experience

- Bachelor's degree in related field required
- Advanced degree in related field preferred (e.g. public policy, public administration, economics, statistics, accounting, business, law)
- At least five years of experience in a related field

#### Compensation

Salary range of \$80,000 - \$110,000, based on experience and qualifications. Compensation includes a comprehensive benefits package.

**Other Information**

Primary work location is the Municipal League's Santa Fe office, with some travel (once a month, on average) to other parts of the state for meetings and other events. The Municipal League has a hybrid work policy, with employees who meet performance expectations able to work remotely one day per week, job duties allowing.

This position reports to the Director of Policy.

**How to Apply**

To apply, please send a resume, brief cover letter, and writing sample via email to Alison Nichols ([anichols@nmml.org](mailto:anichols@nmml.org)).