

Position Announcement

Senior Policy Analyst

Title: Senior Policy Analyst
Classification: Full-time Salaried, Exempt Position
Salary: \$85,000 to \$120,000, based on experience
Experience: Graduate degree or equivalent work experience and a minimum of 7 years of relevant experience
Reports to: ***Senior Associate or Director of Monitoring and Litigation***
Location: Remote/Requires some travel

CSSP seeks a Senior Policy Analyst to support its work in multiple areas, with a primary focus on CSSP's work with public human services and social services systems. The Senior Policy Analyst will primarily participate in CSSP's child welfare improvement efforts in the context of class action litigation and direct technical assistance to child welfare agencies working to undo harm and barriers for children, youth, and families to thrive outside of systems and in their communities.

CSSP has three main project areas—Practice & Innovation (where the Litigation & Monitoring and Initiatives & Constituents work sits), Capacity Building & Leadership Development, and Public Policy. This Senior Policy Analyst will be positioned within the Litigation & Monitoring team, with expectations of working across teams and on projects led by other areas. Pursuant to CSSP's North Star, there are three dimensions to our work – economic justice, health justice, and family autonomy – and we work to advance these areas in multiple ways through each of our teams.

Your Scope of Work

In this role, your responsibilities include, but are not limited to: collecting, analyzing, and organizing quantitative and qualitative data; writing and editing briefs and reports; research and analysis of policy and practice; engaging with public agency system staff, community stakeholders, families, and children; and research projects, as assigned. This position is ideal for someone interested in addressing disparities based on race, ethnicity, gender, and income in public policy and public system outcomes. Commitment to advancing equity for children and families of color, LGBTQIA+ individuals, and immigrant families is a must. Experience in child welfare, behavioral health, public health, or related human services is also required. A background in quantitative and qualitative data collection and analysis, strong

research and writing skills, engagement with diverse stakeholders, and an understanding of how systems are organized and the connection between policy and the experiences of children, youth, and families are required.

Specific Duties and Responsibilities

- Advancing CSSP's agenda by helping government and its private sector and community partners ensure that children and youth can thrive in their families and communities, surrounded and supported by loving and nurturing adults.
- Quantitative and qualitative data collection and analysis, including management of large data sets and participating in case record reviews and conducting interviews.
- Drafting reports, including editing, data tracking, data validation, and data visualization.
- Developing and finalizing a range of high-quality written materials.
- Policy research including environmental scans, qualitative interviews, and related data analysis.
- Direct engagement and providing technical assistance as part of a team to system administrators and staff.
- Attending briefings and meetings and preparing summaries for CSSP team.
- Representing CSSP externally with partners.
- Collaborating across CSSP teams to ensure learning and information is shared.
- Co-facilitation of meetings with child welfare agency staff, external partners, and others.
- Travel, as needed, including attendance at all-staff gatherings and trainings. Approximately four to six trips per year.
- Carrying out additional duties as needed.

About you

We are looking for someone who shares a passion for our mission to achieve a racially, economically, and socially just society in which all children and families thrive.

- You have a strong commitment to **racial justice and reducing disparities** based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity, disability, and socioeconomics.
- You are highly motivated by and deeply committed to our organization's values. You actively apply an **anti-racist, intersectional approach** to the work to better serve historically marginalized groups. You help create a culture that is inclusive, equitable, and inspires engagement and curious learning.
- You continuously practice a **growth mindset**. You welcome feedback, are open to new ideas, and support personal growth and development and organization-wide improvement.
- You are a **strong communicator** with your colleagues and external partners.
- You are **data and results driven** and have demonstrated success in setting goals and participating in teams to accomplish them.

Ideal candidates will also have:

- A graduate degree or equivalent work experience in public administration, public health, public policy, social work, or related fields, and a minimum of 7 years of relevant experience.
- A strong commitment to racial justice and reducing disparities based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity, and socioeconomics.
- Outstanding writing, presentation, listening and communication skills, with the ability to present complex subject matter in a straight-forward way to a variety of audiences.
- Experience in strategy development and organizational change.
- Ability to manage multiple projects, meet deadlines within designated time frames, pay attention to detail and be comfortable with ambiguity.
- Outstanding judgement, initiative, curiosity, flexibility, maturity, and a commitment to learning and innovation.
- A strong commitment to elevating the role of parents and youth as decision-makers.
- Ability to work well autonomously and as a member of a highly- collaborative team.
- Ability to travel.
- Knowledge of computers and technology: proficient in Microsoft Excel and comfort managing large data sets, as well as Microsoft Word, PowerPoint, Outlook, and audio/visual and conference calling technologies (e.g., Zoom).

About CSSP

The Center for the Study of Social Policy (CSSP) is a national, non-profit organization that works to advance antiracist, human-centered policy and practices to support those who face the greatest barriers to well-being and self-determination in a society that is all too often racially, socially, and economically unjust. We work so that one day, all children and their families will thrive in a racially, socially, and economically just society. To do this, we advance anti-racist and just policies and practices in family autonomy, economic justice, and health justice. We are headquartered in Washington, DC, with staff working remotely across the country. At CSSP, we recognize the long and devastating history of racism and discrimination in our country. Building on our history and foundation in racial justice, we are explicit and absolute in continued our commitment and focus on racial justice, LGBTQ+ rights, and immigrant rights, including through strengthening our organizational capacity to do this work in collaboration with community. We are committed to holding anti-racism and intersectionality as core values, doing this work with systems and communities, and including deep historical research as a foundational part of our work developing and advancing programmatic and policy ideas. CSSP is committed to working towards being an anti-racist organization and to identifying and eliminating aspects of White supremacy in our policies and culture.

What We Offer

CSSP offers an annual salary of \$85,000 - \$120,000 for this position, commensurate with relevant skills and years of experience. We also offer a comprehensive benefits package for all full-time employees, including 100% employer paid medical, dental, and vision plans for employee coverage. Other benefits include 100% employer paid disability and life insurance, a generous paid vacation and holiday schedule including winter and summer breaks, paid parental leave, and 11% employer-paid retirement contributions after one full year of employment. CSSP also provides cell phone and internet stipends, professional development funds, and the ability to work remotely. This position would require approximately four to six trips per year.

How to Apply and Other:

Qualified applicants should send a cover letter and resume to jobs@cssp.org (**subject: Your Name – Senior Policy Analyst**). In your cover letter, please be sure to indicate where you found this position announcement. The interview process will include phone screening, panel style interviews, and final interviews. Finalists will also be asked to participate in a short, written exercise.

Due to the large number of applications, emails and phone calls to CSSP will not be accepted. We will only be reviewing the first 250 applications received.

We will begin accepting applications on October 13th, 2025; applications submitted prior to then will not be considered. We will accept applications until November 13th, 2025 or when we have received 250 applications, whichever occurs first.

CSSP is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender expression, military status, prior record of arrest or conviction, citizenship status, current employment status or caregiver status.