



**Center for the  
Study of  
Social Policy**  
Ideas into Action

## **Position Announcement**

### **Senior Program Analyst (Capacity Building and Leadership)**

**Title:** Senior Program Analyst  
**Classification:** Full time, Salaried  
**Salary:** \$65,000 to \$90,000 (7-15 years of experience). Salary for the candidate selected will be within the range listed here, depending on the level of experience.  
**Location:** Remote, with preference to be in the Washington, DC area

#### **Organization Overview**

The Center for the Study of Social Policy (CSSP) is a national, nonprofit, public policy, research, and technical assistance organization headquartered in Washington, DC, with a satellite office in Los Angeles. Our staff of approximately 50 people works to achieve a racially, socially, and economically just society in which all children, youth, and families thrive.

CSSP strives to accomplish its mission by developing and ***advancing effective public policy***; helping to ***transform public systems*** to be more preventive, results-oriented, accountable, and caring; and supporting local leaders to ***create the community opportunities, supports, services and environments in which all children and families can thrive***. CSSP works in partnership with other national organizations, foundations, and governmental and community leaders to test new ideas and approaches, provide technical assistance, generate new evidence, and support networks of innovators. All of our work reflects a long-standing organizational commitment to being anti-racist and promoting equity and social justice.

#### **Job Description**

CSSP seeks a Senior Program Analyst in our DC office (working virtually, with preference to be in the Washington, DC area) to **support our capacity building and leadership development work to advance racial justice** as a member of the Capacity Building and Leadership Team.

The Senior Program Analyst will have a key role in shaping an anti-racist, anti-oppression approach to advancing capacity building and leadership development efforts, including providing technical assistance, training, and coaching to leaders and staff in state and local government agencies, philanthropy, public systems, and community-based organizations. The Senior Program Analyst will also further the internal and external priorities of CSSP's capacity building and leadership team by developing content related to racial justice/systems of oppression/systemic racism, designing and facilitating meetings, leading trainings, providing coaching to others, conducting research and analysis, contributing to innovative approaches to leadership development and aiding in the design and preparation of technical assistance and related issue briefs and tools. This position will support several efforts to advance CSSP's internal organizational culture, including supporting a learning and professional development approach for staff and creating learning and engagement opportunities.

This position requires a commitment to undoing systemic racism and oppression in communities, organizations, and public systems. This role requires both adaptive and technical expertise and the ability

to think creatively in developing solutions focused on capacity building and leadership development in ways that advance CSSP's agenda. We are looking for a highly motivated and collaborative individual to work closely with a cross-disciplinary team. Commitment to an anti-racist, intersectional approach focused on better serving Black, Indigenous, Latinx, Asian/Pacific Islander and other people of color, people who identify as LGBTQ+, and immigrant families is a must.

### **Specific Duties and Responsibilities**

The Senior Program Analyst will be a key part of the Capacity Building and Leadership Team, and responsible for:

- Leading and supporting multiple short- and long-term capacity building projects, providing technical assistance, training and coaching with responsibility for project outcomes
- Designing and leading learning and training opportunities to advance racial justice
- Providing coaching and leadership development support to leaders
- Facilitating both in-person and virtual discussions on equity and racial justice focused topics and being comfortable with difficult conversations
- Working directly with state/local government agencies and community-based organizations to assess and implement internal and external facing initiatives to advance racial justice
- Developing ideas and recommendations for new strategies and processes to advance project goals
- Assisting in developing a range of high-quality products in various mediums, including written briefs, reports, presentations, memos, and blog posts
- Quantitative and qualitative data collection and analysis, including the design and implementation of surveys and protocols for interviews and focus groups
- Conducting analysis of relevant research, policy, and practice
- Representing CSSP externally by attending partner meetings, conferences, and other events
- Carrying out additional duties as needed

*If you had been working with us, here are some of the things you would have done in the last month:*

- *Facilitated a meeting with state/local government agency and community-based organizations to develop strategies to advance their internal racial equity work*
- *Led a training on key racial justice concepts to an organization committed to advancing racially equitable outcomes*
- *Contributed to the design and implementation of a leadership development program for communities advancing educational equity*
- *Provided technical assistance to a county agency working to address racial disparities in their child welfare system by reviewing practices and policies that guide their work*
- *Analyzed an organizational assessment survey results and provided insights and recommendations on how the organization can improve its practice for designing and implementing programs*
- *Conducted interviews and focus groups of staff within organizations working to become anti-racist as part of a data collection process*
- *Attended staff meetings and shared lessons learned from across various projects*

### **A Successful Candidate Will Have**

- A strong commitment to racial justice and reducing disparities based on race, ethnicity, immigration status, sovereignty, gender, sexual orientation/gender identity, and socioeconomic
- A graduate degree in public administration, public health, public policy, social work, organization development/learning or related fields and a minimum of 7 years of relevant experience
- Expertise with racial justice and anti-oppression approaches to improving organizational culture and practice
- Expertise in child and family serving systems; child welfare experience a plus

- Experience with non-profit policy and strategy areas, particularly anti-poverty, health justice, child welfare and other social justice issues
- Experience in strategy development, organizational development, change management, facilitation, coaching and interpersonal and group dynamics
- Experience as a consultant, coach, or project lead working with diverse teams to address complex issues
- Outstanding writing, public speaking, presentation, listening and communication skills, with the ability to present complex subject matter in a straight-forward way to a variety of audiences
- Strong analytical and research skills
- Ability to relate well to a variety of people and environments, build effective and respectful relationships, and be politically savvy
- Ability to work well autonomously and as a member of a highly- collaborative team
- 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
- This position involves extensive travel at times and so applicants must be willing to travel nationally when it is safe to do so
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, and audio/visual and conference calling technology (e.g., Zoom); experience with data collection and facilitation tools (e.g., Survey Monkey; Google Forms; advanced Excel skills, Mural, Jamboard, Miro,) a plus

### **Benefits**

Excellent benefits provided including health, vision, and dental package with 100% of the employee's coverage paid by CSSP, an 11% retirement contribution after one full year of employment; a generous vacation and sick leave policy including one full week for winter break during the last week of the year, and hybrid telework/in office options including a CSSP provided laptop.

### **How to Apply:**

**Qualified applicants should send cover letter with salary requirements, resume and writing sample to [jobs@cssp.org](mailto:jobs@cssp.org) (subject: Your Name –Senior Program Analyst - Capacity Building and Leadership).**

In your cover letter, please be sure to indicate where you found this position announcement. The interview process may include phone screening, panel style interviews over Zoom video, a writing exercise, and final interviews over Zoom video.

Due to the large number of applications, emails, and phone calls to CSSP will not be accepted.

**Applications accepted until April 30, or until the position is filled.**

*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.*