



JOB DESCRIPTION

Job Title	Senior Policy and Economic Development Analyst
Position Reports To:	President, Greater Pittsburgh Chamber of Commerce

[The Allegheny Conference on Community Development](#) is one of the nation's leading economic and community development organizations. The Conference brings together public and private sector leaders around a shared regional agenda designed to improve the economic future and quality of life of the 10-county Pittsburgh region.

The Conference markets the Pittsburgh region for business investment and job creation while championing public policies to improve its competitiveness. By bringing together more than 300 [Regional Investors Council members](#) and leadership from across the region, the organization defines southwestern PA's near- and long-term opportunities and challenges; identifies solutions to capture these opportunities and meet these challenges; and mobilizes the public, private and non-profit sectors to achieve results.

The Conference's goal – as it has been for almost 75 years – is to do this job better today than we did yesterday, while thinking and working together to create a next generation economy for all for the future.

OBJECTIVE

This position initiates, conducts and manages policy research and analysis to frame and further the Conference's program goals and potential future initiatives of the Conference with a high degree of independence and initiative. A specific focus area of the work will be on economic and community development initiatives, and associated issues such as transportation and municipal health. Identifies interests of key stakeholders and develop appropriate approaches for implementation of Conference objectives. Engages with partners, including local elected officials, and networks of stakeholders.

RESPONSIBILITIES

Policy Analysis

- Identifies current and emerging issues related to Conference programs and initiatives.
- Identifies appropriate data sources, collects and analyzes data, and conducts creative, best-in-class research and policy analysis.
- Gathers data and conducts analysis to identify causes of current and potential future issues and makes recommendations to decision-makers.
- Oversees and maintains databases, electronic files, online resources, and paper documentation.
- Translates complicated in-depth research into concepts and language that resonates with decision makers.
- Conduct briefings and deliver presentations to public and private officials as appropriate.
- Develops a range of potential solutions to existing or pending issues or to take advantage of opportunities identified using analogies, benchmarking, scenario projection and other original or existing research.
- Prepares materials and presentations for meetings and briefings for public and private officials to educate decision-makers and develop implementation strategies.

Community Economic Development

- Engages local economic development organizations across Southwestern Pennsylvania and public officials to advance the Conference goals in community and economic development.
- Identifies interest of key stakeholders and develops approaches that take these interests into account.
- Develops implementation strategies to achieve desired objectives.
- Identifies and engages potential partners and networks of stakeholders critical for advancing the policy agenda as appropriate.
- Initiates and responds to press, staff, partner, and key constituency inquiries and requests via telephone, written, and electronic communications as appropriate.
- Balances multiple priorities, working independently or participating in a leadership position as a part of a cross-functional team, keeping others informed through clear written and verbal communication, while maintaining a high level of productivity.
- Contributes to the overall effectiveness of the organization by performing other duties and participating in special projects, as assigned.

SKILLS & EXPERIENCE

Education	A degree in Public Policy, Public Management/Administration, Business Administration, or appropriate field required.
Knowledge:	<p>Familiarity with economic and community development issues, local government and political structure, and/or civic agency operations preferred.</p> <p>Demonstrated understanding of economic and community development issues, local government structure and/or civic agency operations. Strong preference for direct knowledge of issues and public officials specific to Southwestern Pennsylvania.</p>
Experience:	5+ years of progressively responsible relevant experience. Strong and abiding interest in improving the economic competitiveness of and quality of life in southwestern Pennsylvania
Skills:	<p>Strong qualitative and quantitative research skills, proficiency in policy analysis</p> <p>Excellent oral and written communication skills.</p> <p>Excellent organizational, planning, problem-solving, quantitative, and project management skills.</p> <p>Excellent interpersonal skills; ability to interact diplomatically in high-energy setting, establishing and maintaining cooperative working relationship with a wide range of individuals both inside and outside the organization.</p> <p>Proficient in MS Office suite.</p>

The Allegheny Conference is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

***Send resume and salary requirements to
HRDept@alleghenyconference.org.***