Michigan Federation for Children and Families JOB DESCRIPTION
POLICY ANALYST
Full time, salaried.
Based in Lansing, Michigan. Work is largely remote with some in-person attendance and travel required.

Position summary
The Policy Analyst is responsible for monitoring, analyzing and interpreting state policy, contracts, and legislative policy and appropriations bills that have an impact on behavioral health (BH) and child welfare (CW) programs and services. This position contributes to the development of the Federation's annual BH and CW budget and advocacy priorities, and actions aligned with the Federation's strategic plan. The Policy Analyst will attend or review recorded legislative hearings, conduct and analyze research, develop advocacy tools, and provide staff support to the Member Interest Network (MIN) program areas for BH and CW, as assigned.

Job responsibilities

Member Engagement and Technical Assistance:
1. Communicates regularly with member organizations through individual and group meetings to identify policy priorities, respond to emerging challenges, and strengthen the Federation's collective advocacy impact.
2. Facilitates program and service area Member Interest Network (MIN) meetings by coordinating logistics, preparing materials, guiding discussion, and capturing follow-up actions, to gain understanding of relevant issues and support MIN advocacy agendas and actions.
3. Gathers and synthesizes member feedback to understand their BH and CW priorities, especially related to workforce needs, appropriate reimbursement levels for contracts, priorities for community partnership, and partnering with MDHHS in a contractual nature.

Policy Research and Analysis:
4. Participates in the creation of BH and CW policy research reports, policy updates, and summaries of existing material to inform member organizations regarding issues affecting their work.
5. Maintains ongoing understanding of relevant policy, appropriations, and legislation affecting BH and CW services delivered by member organizations.
6. Conducts BH and CW related research and summarizes findings as needed.
7. Reviews, monitors, and analyzes proposed federal and state policy, legislation, and appropriations affecting BH and CW service provision by community-based organizations.
8. Identifies relevant subject matter information for use in developing the monthly Policy Press e-Bulletin.

Advocacy and Government Relations Support:
9. Participates in coalition-building strategies at the state and local levels and maintains key relationships involving the public and private sectors and key partners.
10. Supports the development and dissemination of BH and CW advocacy tools and talking points regarding policy and legislative developments for use with local, state, and national partners, policy makers, and the media.
11. Provides reliable, timely analysis, and strategic guidance to assist with the development of the Federation's Advocacy & Policy Priorities and annual budget priorities relative to both BH and CW.
12. Keeps [supervisor role] apprised of progress of job responsibilities, promptly bringing important matters/problems to their attention.

Qualifications
* Knowledge of community-based organizations, Michigan Department of Health and Human Services programs, and Michigan legislative, administrative, and judicial processes.
* Knowledge and understanding of issues, programming, and challenges related to behavioral health, child welfare, residential treatment and juvenile justice services.
* Familiarity with systems-level change strategies and policymaking processes.
* Excellent consensus-building, meeting facilitation, and leadership skills.
* Demonstrated ability to work collegially and collaboratively with a team and other organizations.
* Demonstrated ability to work with groups and individuals across the political spectrum and operate in a non-partisan manner.

- Experience analyzing and interpreting legislation, appropriations bills, regulatory language, and bodies of evidence-based research and scholarly works.

Education and experience
- Minimum of a bachelor's degree in a human services, social work, or public policy related field (master's-level preferred).
- Minimum of three (3) years of combined experience within the behavioral health and child welfare systems.
- Experience working in policy or systems-level role involving collaboration between government and community-based organizations preferred.

Skill competencies
- Exceptional communication skills, both written and oral.
- Strong critical-thinking skills and superior judgment.
- Ability to produce consistent, quality work in a fast-paced environment.
- Ability to manage several projects simultaneously and to adjust to changing demands.
- Ability to plan an agenda, facilitate and conduct meetings among a group of partners.
- Proficient with various computer word processing, spreadsheet, and presentation software and cloud-based products such as Microsoft Word, Excel, PowerPoint, SurveyMonkey, Canva, and Dropbox.

General Characteristics
- Espouses a personal commitment to the Federation's mission, vision, and core values.
- Assures quality by producing and expecting accurate and thorough work.
- Demonstrates integrity, accountability for actions, and keeps commitments.
- Exercises professional judgment by communicating clearly, honestly, maintaining appropriate boundaries, and remaining open to differing perspectives.
- Values the diversity of others' opinions and experiences.
- Demonstrates ability to work with a variety of people and promotes a positive image for the Federation in the community and in relationship with other organizations and their personnel.
- Demonstrates an understanding and sensitivity to cultural and socioeconomic characteristics of clients served by member organizations.
- Possesses personal qualities of warmth, sensitivity, and the ability to establish meaningful rapport and maintain mutual respect with others.
- Familiar with the Code of Ethics for the social work profession and agrees to abide by the related standards, including maintaining appropriate confidentiality.

Physical Requirements
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to travel within the Greater Lansing Area and other areas of the state; occasional out-of-state travel may require overnight stays.

Compensation:
This position offers a salary range of $65,000 – $75,000 per year, dependent on experience and qualifications. Benefits include paid vacation and sick leave, 401(k) retirement plan, flexible benefits plan, long-term disability insurance, and life insurance.

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