

ANALYST

The Thomas Consulting Group (TCG) is a social impact firm that delivers actionable strategies and innovative services helping governments, nonprofits, and philanthropic organizations to make a difference in communities suffering from disinvestment. We work alongside bold leaders and changemakers nationwide to support programs and advance public policies that help achieve equitable outcomes for communities of color and marginalized populations. With more than 50 years of direct government and leadership experience, we help our clients navigate difficult change and solve complex challenges. At TCG, providing fast, friendly, and flexible customer service is our hallmark.

Position Description

TCG seeks a motivated, detail-oriented Analyst for a full-time, exempt, remote position based in the New Orleans Metro Area. They will assist in TCG's efforts to deliver effective strategies and innovative tools for federal, state, municipal, philanthropic, and community-based programs. The Analyst, a core member of our project team, is responsible for a broad range of tasks—bringing diverse experiences and deep due diligence to our work. This position provides key information necessary for making considered decisions regarding programming, funding, and technical assistance needs. Candidates with two to five years of experience working within or alongside government entities are strongly encouraged to apply.

Responsibilities

- Policy & Program Research and Analysis: Conducting in-depth research on complex policy issues, analyzing data and evidence, and providing insights and recommendations to inform policy development and decision-making processes.
- Policy & Program Evaluation: Designing and implementing comprehensive evaluations to assess the effectiveness and impact of existing policies, including identifying areas for improvement and suggesting evidence-based policy revisions.
- Strategy Development: Engaging with policymakers, stakeholders, and advocacy groups to determine successful options for furthering specific policies, supporting your arguments with well-researched data, analysis, and policy briefs.
- Legislative Support: Assisting in the analysis and tracking of legislative proposals, examining the potential impacts, conducting policy assessments, and providing recommendations.
- Strategic Planning: Contributing to and facilitating the strategic planning process of client organizations by identifying emerging policy trends, conducting environmental scans, and providing input on policy priorities and long-term objectives.
- Stakeholder Engagement and Collaboration: Building and maintaining relationships with stakeholders, including government officials, community organizations, and industry representatives, to gather input, address concerns, and foster collaboration.
- Project Management: Participating in defining project goals, timelines, and deliverables, and providing key information and deliverables for project execution.

- Data-driven Decision Making: Applying analytical techniques, such as benefit-cost analysis and impact assessments, to support evidence-based decision-making.
- Communications: Developing clear and concise policy briefs, reports, and presentations to effectively communicate complex policy issues, research findings, and recommendations to diverse audiences, including policymakers, executives, and the public.
- Active Professional Engagement: Actively engaging in professional development activities and expanding professional skills while staying informed about emerging policy issues, especially related to existing and emerging clients.
- Troubleshooting: Support the timely resolution of identified issues through active monitoring and follow-up with appropriate staff.

Requirements

- Excellent organizational skills and ability to effectively communicate project-related information with high attention to detail.
- Two to five years of experience working within or alongside government entities.
- Strong writing, analysis, and research skills.
- Effective critical thinking and problem-solving skills.
- Adeptness at assembling, analyzing, and making recommendations based on data.
- Understanding of project management skills used to lead and structure thinking.
- Professional and poised with strong interpersonal skills and the ability to work well in teams.
- Autonomous, self-motivator with a dedication to quality.
- Desire to work in a fast-paced environment and manage multiple parallel tasks.
- Proficiency in Microsoft Office.
- Bachelor's degree required.

How to Apply

Interested applicants should submit:

1. A detailed cover letter expressing your interest and fit for the position,
2. A résumé (or CV) describing your experience, abilities, and qualifications, and
3. Contact information for three references from professional sources

to amccoy@tcgcan.com.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status, or any other basis as protected by federal, state, or local law.

