

Job Posting: Policy Analyst
Organization: Texas Taxpayers and Research Association (TTARA)
Location: Austin, Texas
Position Type: Full-Time
Date of Posting: October 30, 2025

About TTARA

The Texas Taxpayers and Research Association (TTARA) is a non-profit, non-partisan organization dedicated to promoting sound state and local tax and fiscal policy in Texas. We are widely recognized as a credible, thoughtful voice in legislative and policy discussions, and we pride ourselves on our high standards of research, writing, and advocacy.

We are currently seeking a Policy Analyst to join our team of professionals committed to fact-based analysis, collaboration, and practical public policy solutions.

Position Summary

The Policy Analyst will conduct and present in-depth research and analysis on state and local tax policy and related issues affecting Texas taxpayers. This role involves written and oral communication with policymakers, association members, and the media. It requires a strong understanding of tax systems and/or other components of public finance, as well as the ability to explain complex concepts in clear, accessible terms. The position is hybrid, requiring in-person work most days.

Key Responsibilities

- Conduct high-quality, unbiased research and analysis of tax and fiscal policy.
- Monitor and analyze state legislative and regulatory developments. For lawyers, monitor and analyze decisions of the courts and opinions of the attorney general.
- Write concise and factual updates, reports, policy briefs, and testimony, including graphics as appropriate.
- Communicate complex information in plain language and clear graphics.
- Display non-partisanship in internal and external communications.
- Deliver oral presentations to legislative bodies, TTARA members, conferences, and public forums.
- Communicate TTARA's policy positions to government leaders, their staff, and other stakeholders.
- Collaborate closely with colleagues and support TTARA's member-service functions.
- Engage with TTARA members and stakeholders as a knowledgeable, service-oriented professional.
- Travel to TTARA events outside of Austin.
- Other duties as assigned by TTARA's president.

Minimum Qualifications

- Law degree or graduate degree in economics, public finance, or a related policy field.
- At least 5 years of experience in state or federal tax law, economics, public finance, or a related policy field.
- Demonstrated experience in research and writing of briefs, reports, memoranda, white papers, articles, or similar documents on topics of law, economics, public finance, or a related area of policy.
- Ability to analyze data, identify trends, draw conclusions and create graphics.
- Demonstrated public speaking experience and effectiveness.
- Familiarity with the legislative process in Texas, another state, or Washington, D.C.
- Advanced, native writing and verbal communication skills (without the assistance of AI).
- Strong, native analytical skills with the ability to synthesize and explain complex information to lay audiences (without the assistance of AI).
- Willingness and ability to follow best practices and TTARA policy in the use of artificial intelligence (AI).
- Ability to work independently with minimal supervision while exercising sound judgment, including prudent use of artificial intelligence.
- Proficiency with Microsoft Office.
- A collaborative spirit and demonstrated ability to work effectively in a team setting.
- Political acumen and good judgment in internal and external communications.
- A personable, approachable, and service-oriented demeanor.
- An intellectually-curious self-starter with strong initiative and motivation.
- Strong organizational, time management, and problem-solving skills and attention to detail.
- Physical ability to walk frequently between TTARA's office and the Texas Capitol, sometimes in hot, sunny weather.
- Residence in the metro area of Austin, Texas, or willingness to relocate.

Compensation

Salary commensurate with experience and qualifications. Annual salary range is \$150,000 to \$200,000. Complete benefits package.

How to Apply

Please submit the following materials to Alexandra Bello, Director of Operations, at HR@ttara.org:

- Resume.
- Cover letter outlining qualifications and interest in the position.
- Writing sample related to tax law, economics, public finance, or a related policy topic.

TTARA is an equal opportunity employer. We welcome applicants from diverse backgrounds and experiences who share our commitment to unbiased research, sound public policy and excellent member service.