



Tax Policy Analyst | MultiState

August 2024

About MultiState

MultiState is hiring a Tax Policy Analyst to join our growing team. MultiState is a full-service state and local government relations company. We exist to make the extraordinary expected so our clients can act with confidence to achieve their goals.

Position Description

MultiState seeks an energetic, detail-oriented Tax Policy Analyst. The position requires reading and analyzing legislation and regulations for client interest areas; drafting policy explainers and one-pagers on behalf of clients; responding to client requests; and writing legislative summaries, issue briefs, and articles for our website. Opportunities also exist for statutory research and public speaking roles. The Policy Analyst reports to Morgan Scarboro, Vice President and works closely with an experienced team of company leadership, policy analysts, and other company teams.

MultiState provides access to an array of benefits, including health insurance, paid leave, and retirement savings. This position is DC-based, requiring a minimum of three days per week in person.

The successful candidate will:

- Have 3+ years of experience in a role with a state and local tax focus;
- Understand state legislative and regulatory processes;
- Have strong research skills (statutory research experience a plus);
- Have outstanding communication skills;
- Be a solid team player;
- Take initiative and thrive in a fast-paced environment without daily, detailed direction;
- Be adaptable to changing timetables and able to prioritize effectively.

Major Areas of Responsibility

- Identify, analyze, and track state legislation and regulations, as well as issue trends related to client concerns.
- Conduct policy research and analysis.
- Draft legislative and regulatory summaries, issue trend reports, blog posts, and analyses on relevant state and local policy developments to be used both externally and for internal client purposes.

Skills and Experience

- Bachelor's degree in relevant field required; Master's degree or Juris Doctorate degree candidates also welcomed.
- Legal, legislative, or public policy experience preferred.
- Strong analytical abilities with high attention to detail.
- Ability to synthesize high volumes of information quickly and distill to basics for client audiences.
- Ability to triage (i.e., know which projects and tasks are the most pressing and prioritize accordingly).

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to handle, feel, or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MultiState is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. MultiState does not discriminate based on disability, veteran status, or any other basis protected under federal, state or local laws.

To apply, please send a resume, cover letter, writing/research sample, and two references to mscarboro@multistate.us, referencing “Tax Policy Analyst” in the subject line of your email.