



INSTITUTE ON TAXATION AND ECONOMIC POLICY



Position Profile

Executive Director

Institute on Taxation and Economic Policy and Citizens for Tax Justice

Washington D.C.

The Institute on Taxation and Economic Policy and Citizens for Tax Justice, based in Washington, DC, seek an innovative and dynamic external leader and strong manager, with a deep appreciation for the impact of federal and state tax policies on social justice, who can build on ITEP's and CTJ's 40 years of work in advancing equitable, adequate, and sustainable tax systems at all levels.

About the Organizations

Founded in 1980, the Institute on Taxation and Economic Development (ITEP) is a 501(c)(3) organization that produces timely, accessible, and sound research and analysis on federal, state, and local tax policy issues. ITEP's research helps inform policy makers, advocates, the media and general public about the fairness, adequacy, and sustainability of existing tax structures, and how proposed tax changes would impact revenues and economic, racial, and other inequities. Citizens for Tax Justice (CTJ) is the 501(c)(4) arm of ITEP, allowing for additional communications and advocacy activities.

Taxes are the building blocks of a thriving economy and society, providing the resources for necessary investments in our communities. We are motivated by the belief that our federal and state tax systems too often fail to raise enough revenue to fund our common priorities and ask more of those who have the least. We believe the nation will be at its best when it lives up to the ideal of broadly shared prosperity for all. To move toward this vision, we promote common sense tax policies that are responsive to our ever-changing economy, and that raise revenue in an equitable and sustainable way.

ITEP-CTJ's work is grounded in rigorous, data-driven research that is meant to influence policy and debate.

- **Conducts timely, rigorous, accessible, and focused research**
ITEP's primary research tool is our unique microsimulation tax model used to conduct complex data analyses of proposed and enacted tax changes. In an environment where policymakers are making significant tax policy decisions with little or no information on the equity or adequacy implications their choices will have on constituents or their ability to fund public investments, ITEP fills information gaps, particularly at the state level. Our analyses showing how tax proposals will affect taxpayers at different income levels and reduce or exacerbate racial and other inequities pack a powerful punch in federal and state policy debates. ITEP also augments model-based analyses with original research to debunk popular tax myths, expose corporate tax dodgers, and promote options to make tax systems more equitable and adequate.
- **Builds strategic partnerships with research, advocacy, and grassroots organizations**
ITEP-CTJ works in close partnership with a variety of state and national advocacy, research, and grassroots organizations. ITEP's quick-turnaround distributional and revenue analyses, corporate tax research, reports, and other data provide essential, affirmative points that advocates, organizers, and public leaders use to inform and influence tax policy

debates. ITEP's efforts embolden partners to be proactive as they advocate for tax reforms that raise equitable and sustainable revenue and give them leverage to defeat or weaken fiscally unsound proposals.

- **Effectively communicates our research to policymakers, the media, partners, and the general public using the most current media tools**

ITEP strives to communicate in an accessible and informative manner by making sometimes complicated tax issues as understandable as possible, and we aim to be a counter voice to the plethora of anti-tax interest groups, which often have much larger media machines. Through reports, blogs, social media, and relationships with reporters and policymakers, ITEP-CTJ aggressively markets our research materials for optimal impact and influence. ITEP staff members are recognized experts on specific state and federal tax policy issues, as well as broader trends.

Organizational Structure and Budget

ITEP and CTJ have a combined budget of about \$2.4M. Most of the funds come from foundation grants; other funding comes from project contracts as well as organizational and individual donors. The organization does not receive government funding. It has 17 staff positions, one of which is part time. Several staff work outside of Washington, D.C.

The Executive Director reports to both Boards of Directors. The Boards include experts in state and federal tax policy and their impacts on workers, families and communities. The Boards, in partnership with the Executive Director, are in the process of recruiting additional Board members to enhance and expand the Boards' capacity and perspectives.

For additional information please visit ITEP's website at www.itep.org or CTJ's website at www.ctj.org.

The Position

Working with the ITEP and CTJ Boards of Directors, management team, and staff, the Executive Director provides vision, direction, leadership, passion, and management. The Executive Director assures the overall effectiveness, health, and spirit of ITEP-CTJ, as well as the quality and impact of its work.

Key Responsibilities

- Develop long-term strategies for achieving ITEP-CTJ's mission and short-term goals, plans, and activities to achieve the long-term strategies.
- Ensure effective management, utilization, and professional growth of ITEP staff who thrive on ITEP's work environment that fosters both collaboration and independent work.
- Set broad outlines of ITEP research priorities, including bringing a greater focus on racial, gender, and other equity issues to ITEP's work, and stay current on relevant literature and activities.
- Ensure the organizations' long-term financial sustainability by working with the Boards to craft ITEP-CTJ's long-term and annual development plan, and cultivating relationships with foundation representatives and other major donors, including individuals, unions, and other organizations. This is particularly important in light of the likely loss of a major foundation funder in 2020.
- Raise the profile of the organizations and engage in public speaking, writing, and media relations.
- Maintain and build strong external relationships with key stakeholders and coalition partners at the national and state levels, and help ITEP-CTJ develop new partnerships with organizations approaching our work with a bold new equity lens.
- Ensure compliance with established laws, regulations, contractual obligations, policies, and proper internal systems and controls for 501(c)(3) and (c)(4) organizations.

Experience and Attributes

Ideal candidates for this position will have strong policy and advocacy backgrounds, strong internal management skills and strong external leadership skills. Candidate skills and subject matter knowledge should include:

- Strong senior management and leadership skills that support organizational development and growth, will support an existing talented staff, and foster collaboration across programmatic and organizational lines.
- Strong fundraiser with a proven track record in raising funds from private foundations required. Experience raising funds from major individual donors preferred.
- Excellent and persuasive oral and written communication skills that can successfully translate complex information.
- Strong analytic skills and a deep appreciation for how tax and budget policies impact everyday people.
- Working knowledge of, or experience with, policy and/or advocacy related to impact of federal tax policy and/or state tax policy on social justice issues.
- Highly skilled and diplomatic consensus builder with excellent listening and interpersonal skills.
- Ability to continue to advance the organizations' internal and programmatic work on racial equity and inclusion.
- Existing relationships with key federal and/or state tax influencers or coalitions advocating for more budget and tax fairness preferred.
- Location in Washington, D.C. preferred.
- Bachelor's degree required. Advanced degree in economics, law, public policy or a related field preferred.

Salary will be commensurate with experience.

Application Process

To apply, upload a resume, cover letter detailing your interest in the position and anticipated salary range [by clicking here](#) or emailing documents to ITEP-CTJ@marcumllp.com . For other inquiries contact Peggy.Sand@marcumllp.com.

ITEP-CTJ are equal opportunity employers and do not discriminate in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other terms and conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression, genetic information, marital status, family responsibilities, or any other status protected by applicable law.

About Raffa – Marcum's Nonprofit and Social Sector Group

On behalf of ITEP-CTJ, Raffa – Marcum's Nonprofit & Social Sector Group is working with the Boards of Directors to advance the work and support the Executive Director search. Founded in 1984 and recently merged with Marcum, Raffa is, and always has been, a mission-driven professional services firm seeking to *do more* for nonprofits and socially conscious companies. We exist to do meaningful work for organizations like ITEP-CTJ who are making a difference in our communities and our world. Learn more about our work at <http://marcumllp.com/industries/nonprofit-social-sector/>.