



### **Senior Policy Analyst**

The Virginia Resources Authority (VRA) is the municipal bond bank for Virginia, representing more than \$8.5 billion of investment in over 1,800 critical projects across the Commonwealth since its creation by the General Assembly in 1984.

VRA is seeking a qualified individual for the position of Senior Policy Analyst. The position monitors and manages relationships between VRA and state and local elected officials and oversees the borrower outreach and education programs. Essential functions of the position include:

- Monitor the Governor's priorities and initiatives to ensure VRA alignment
- Monitor General Assembly and Federal activities, including relevant bills
- Monitor and track relevant Federal policy and legislative changes that impact VRA
- Monitor and support state agency partner programs and priorities
- Monitor and track local government needs through regular contact with statewide local government organizations, such as VLGMA, VACO, VML, and VGFOA
- Ensure VRA programs and policies are responsive to local government needs
- Supervise and coordinate the production of VRA reports and educational publications
- Provide guidance and direction on presentations and reports in support of VRA staff
- Coordinate the production of the VRA Annual Report and periodic newsletters
- Design and conduct borrower workshops, conferences, and other outreach programs
- Maintain communication across program areas to support borrowers as needed
- Other responsibilities as assigned

Specific qualifications include:

- Bachelor's degree in political science or public administration, Master's degree preferred
- Experience in a public policy related position, preferably working across federal, state, and local government lines
- Ability to establish and maintain nonpartisan, effective working relationships with state and local government officials
- Working understanding of state and local political processes
- Ability to maintain confidentiality
- Ability to work behind the scenes to monitor and support a positive VRA image and relationship with a wide variety of stakeholders
- Ability to communicate effectively, both orally and in writing

VRA offers a comprehensive benefits package, including participation in the Virginia Retirement System, medical insurance, paid time off, subsidized parking, and training opportunities. The hiring range for this position is \$80,000 to \$105,000. Employment is contingent upon acceptable background and reference checks.

To apply, please submit a cover letter and resume to [jobs@virginiaresources.org](mailto:jobs@virginiaresources.org).

*VRA is an equal opportunity employer*