



Job Description: Policy & Research Manager

Position Summary

The **Policy & Research Manager** will lead policy research and analysis to support MIRA's state advocacy agenda and advance the rights and inclusion of immigrants and refugees.

The Policy & Research Manager will research emerging policy issues, analyze legislation, budgets, regulations, and administrative policies, and develop evidence-based recommendations to address the needs of immigrant communities in Massachusetts. This role collaborates with the Advocacy Director, Political Director, Executive Director, organizing and communications teams, MIRA members, and external partners to translate complex policy issues into actionable recommendations and accessible resources. Working with the Advocacy Director, the position will prioritize research projects based on MIRA's legislative, administrative, and organizational priorities.

The Policy & Research Manager will enhance MIRA's ability to respond to legislation, identify emerging issues, evaluate policy implementation, develop new policy solutions, and position MIRA as a leading source of research and policy expertise on immigrant issues.

Reports To: Advocacy Director

Job type: Full Time

Work Schedule: A flexible hybrid schedule with a combination of on-site and at-home work.

Salary range: \$70,000- \$75,000

Location: Boston, Massachusetts

Apply: hrrecruiting@miracoalition.org

Key Responsibilities:

- Conduct policy research and analysis on state and federal issues affecting immigrant and refugee communities. Activities include literature reviews, legislative and regulatory research, policy scans and cross-state comparisons, stakeholder interviews, surveys, and analysis of government and public data. Identify emerging policy trends, gaps, and opportunities relevant to MIRA's mission.
- Translate research findings into actionable policy recommendations. Examine effective policies and practices in Massachusetts and other jurisdictions to identify opportunities for legislative, regulatory, administrative, or programmatic change. Collaborate with the Advocacy Director, MIRA members, community partners, and subject-matter experts to develop recommendations and support the research, drafting, and review of policy proposals.



- Analyze priority legislation, budgets, regulations, and administrative policies to assess their impact on immigrant communities. Prepare timely analyses, bill summaries, policy comparisons, memoranda, briefing materials, and recommendations to support MIRA's advocacy.
- Ensure that immigrant communities inform policy research. Collaborate with MIRA's organizing team, member organizations, and community partners to incorporate community knowledge and lived experience into research, policy development, and evaluation.
- Collect, analyze, and interpret relevant data to strengthen policy recommendations, legislative testimony, advocacy campaigns, public education, and communications. Identify appropriate data sources and collaborate with partners to obtain additional information as needed.
- Produce detailed and accessible research and policy materials for policymakers, MIRA members, advocates, immigrant communities, and the public. Deliverables include policy briefs, reports, fact sheets, issue explainers, testimony, presentations, charts, policy comparisons, and data visualizations. Develop long-term research projects to document policy gaps and identify opportunities to advance immigrant inclusion in Massachusetts.
- Monitor policy implementation and serve as a resource to MIRA staff and partners. Evaluate the implementation and impact of major laws and policies, identify gaps and unintended consequences, and develop recommendations for improvement. Participate in selected coalitions, working groups, government briefings, and stakeholder meetings as a policy subject-matter expert.

Qualifications:

- Bachelor's degree and at least 5 years of professional experience in public policy, policy research, government, or a related field. A Master's degree, JD, MPP/MPA, or other relevant advanced degree is a plus.
- Demonstrated experience conducting policy research and analysis and translating findings into practical recommendations.
- Experience analyzing legislation, regulations, government programs, budgets, or administrative policies.
- Strong research skills and experience working with multiple forms of evidence, including academic and policy research, quantitative data, stakeholder perspectives, and community experience.
- Demonstrated ability to work with quantitative data, including cleaning, analyzing, interpreting, and presenting data using Excel or similar tools. Experience with additional statistical or data-analysis software is a plus.



- Excellent writing and communication skills, including the ability to translate complex research and policy issues into clear, accessible information for policymakers, advocates, community organizations, and the general public.
- Experience developing policy briefs, reports, presentations, fact sheets, data visualizations, or similar research and policy products.
- Strong interpersonal skills and demonstrated ability to work collaboratively with diverse stakeholders, including community organizations, advocates, researchers, government officials, and people directly affected by public policy.
- Ability to manage multiple research and policy projects, exercise sound judgment, and produce accurate and timely work in a fast-paced advocacy environment.
- Familiarity with Massachusetts state government and the legislative and administrative policymaking process is strongly preferred.
- Familiarity with immigration policy and issues affecting immigrant and refugee communities is strongly preferred.
- Understanding of and commitment to policy development that centers the knowledge, experiences, and leadership of affected communities.
- Fluency in a language spoken by immigrant communities in Massachusetts is a plus.
- Candidates with lived experience of immigration are strongly encouraged to apply.

Working Hours/Environment

- Full-time (37.5 hours per week)
- Hybrid schedule with at least one in-office day per week
- Must live in MA and be available for in-person events

Salary

The starting annual salary range for this position is **\$70,000- \$75,000** depending on experience.

MIRA offers a competitive salary commensurate with experience, along with a comprehensive benefits package that supports employee wellbeing and work-life balance. Benefits include MIRA-subsidized medical, dental and vision insurance plan; retirement plans; generous paid-time off; paid holidays and holiday closures; a sabbatical policy, and professional development opportunities. MIRA also provides employer-sponsored basic life, short term and long term disability insurance coverage eligible to



full-time employees at no cost. In addition, MIRA observes a winter break closure, providing staff dedicated time-off at the end of the year.

To Apply: To apply, email hrrecruiting@miracoalition.org with a resume and cover letter with “Policy & Research Manager” in the subject line of the email.

People of color and individuals from immigrant backgrounds are strongly encouraged to apply. The MIRA Coalition is an equal opportunity employer. Candidates for employment will be considered without regard to race, ethnicity, gender identity or expression, age, national origin, marital status, disability, or sexual orientation. We recognize that our differences enrich our understanding of the needs of the community and our organizational culture.

Organization Overview:

MIRA is the largest coalition in New England promoting the rights and inclusion of immigrants and refugees. With offices in Massachusetts and New Hampshire, we advance this mission through education and training, leadership development, institutional organizing, strategic communications, policy analysis, and advocacy. MIRA is a dynamic, multiethnic coalition with more than 160 organizational members, including grassroots community organizations; refugee resettlement agencies; providers of social, legal, and health services; faith-based organizations; and civil and human rights advocates. MIRA is a respected leader on immigrant issues at the state and national levels, and an authoritative source of information and policy analysis for policymakers, advocates, immigrant communities, and the media.