



Budget Director House Minority Office

Colorado's State House Republicans are seeking a Budget Director. This role is a crucial position that will aid the current Minority Caucus in examining and analyzing the state budget, but also in thoughtful and effective legislation discussion on fiscal matters.

The Budget Director role is an integral position that focuses on state fiscal matters, and worthwhile execution of legislative research. This role entails routine daily operations of legislative strategy between staff and members for assistance with examining legislation.

Additionally, this position requires ample flexibility and the ability to pivot on strategy. Serving the state of Colorado in this role is an impactful way to make a difference by providing ample assistance to membership that will make a better Colorado for all.

Key Responsibilities:

- Meet regularly with Republican membership and leadership regarding the fiscal state of Colorado and legislation moving through the General Assembly
- Oversee daily budget discussions
- Track and analyze Joint Budget Committee presentations, briefings, and decisions
- Develop policy talking points, and conduct policy research on fiscal matters
- Establish and maintain consistent communication with members to provide effective assistance and consultation
- Manage, fulfill, and present House member research requests

Qualifications:

- Bachelor's degree in Finance, Business, political science, a related field, or +2 years experience in a similar role
- Effective written and verbal communicator.

- Experience in Microsoft Office Suite (Word, Excel)
- Experience with reading and summarizing legislation
- Experience with policy and fiscal analysis
- Ability to meet deadlines, and anticipate needs
- Familiarity of the Colorado legislative and budgetary processes
- Must have the ability to balance and pivot between projects
- Must be priority driven and a self-starter
- Strong analytical skills, with the ability to interpret technical and complex subject matter.
- Must be able to work collaboratively with others and to maintain professionalism with all staff and elected officials

Salary and Benefits:

The salary range is \$50,000-\$60,000, depending on qualifications and experience. A competitive benefits package, is provided that includes health and dental insurance paid primarily by the employer, life insurance that is covered by the employer, a Defined Benefit or Defined Contribution PERA retirement plan, 10 paid sick days and 12 paid vacation days per year (not including state and federal holidays), 8 weeks of paid family medical leave after the first year, and a complimentary parking space or RTD ecompass.

To Apply:

Please email Nathan Fisher (nathan.fisher@coleg.gov) with all required documents.
Subject: Application for Budget Director

Include:

- Resume
- Cover Letter
- References

Application window will be open Monday November 4th through Friday November 22nd close of business, with a preferred start date the first week of December 2024.