COLORADO
MUNICIPAL
LEAGUE

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Municipal Research Analyst

Are you passionate about public service and local government? Do you want to make an impact by providing valuable research and insights to municipalities across Colorado? The Colorado Municipal League (CML), a nonprofit, nonpartisan organization serving 271 cities and towns, is seeking a Municipal Research Analyst to help drive meaningful change.

The position of Municipal Research Analyst is responsible for designing and conducting research and surveys, data analysis, presenting findings, and disseminating information in reports and other materials that support our member municipalities in addressing critical challenges. The successful candidate will play a significant role in collaborating with staff, municipal members, and external organizations to develop and implement research and publications agendas, as well as knowing how to turn data into stories. Your work will inform decision-making, influence policy, share municipal stories with the greater public, and help our communities thrive.

Key Responsibilities:

- Coordinate municipal research efforts and collaborate with internal and external stakeholders.
- Design and conduct surveys and research on a range of municipal issues, from best practices to emerging trends.
- Develop and present data-driven reports and visual materials to assist municipalities in their decision-making.
- Respond to research inquiries and support the dissemination of findings through CML publications and events.
- Assist in the production of CML newsletters and coordinate municipal election information.

Required Skills & Experience:

- Excellent written and verbal communication skills, with the ability to present complex information clearly.
- Team player and relationship builder, with ability to work both collaboratively and autonomously
- Proficiency with word processing, databases, and other software tools.
- Ability to manage various projects and contracts/vendors.
- At least 2 years of experience in research and writing on public policy or in municipal government or a related field.
- Knowledge of Colorado state and local government is preferred.
- Bachelor's degree in political science, social science, history, English, journalism, or a related field (graduate degree a plus).

Why You Should Apply:

If you are passionate about local government, public service, and contributing to the success of municipalities, this role offers a unique opportunity to make a real impact. At CML, we believe the perfect

candidate is more than just a resume. If your experience looks a little different from what we've identified but you think you can bring value to the role, we would love to learn more about you.

Salary range: $61,200 - $88,800. CML offers an excellent benefits package, including health insurance coverage, life insurance, retirement savings plans, paid holidays, and paid sick and vacation leave. This position is eligible for remote work in accordance with CML's remote work policy.

The Colorado Municipal League is an equal opportunity employer.

To apply, please submit a cover letter, work history, and salary expectations to Denise White, Engagement & Communications Manager (dwhite@cml.org) by December 31, 2024.