



Position: Analyst – Governance and Policy (Full-Time)

Location: Remote (U.S.)

About Mosaic Governance Advisors

Mosaic Governance Advisors is a boutique management consulting firm serving publicly governed institutional investors across North America. Our clients include public pension systems and other large investment organizations with assets ranging from approximately \$3 billion to over \$400 billion.

We help boards, trustees, and executive teams make sound decisions by strengthening governance, aligning roles and responsibilities, and building strategies, policies and frameworks that support long-term performance and public trust.

The Role

We are seeking a full-time Analyst to join our team. This is an entry-level professional role for individuals who are interested in high-impact consulting work and the opportunity to support organizations that serve a public purpose.

Analysts at Mosaic play a meaningful role in client engagements from day one. You will support research, analysis, and the development of client deliverables used in board and executive-level discussions. You will also contribute to the development of governance policies and frameworks through research, drafting, and structured synthesis.

Prior experience in governance or the public pension sector is not required. We are seeking individuals with strong analytical thinking, clear writing skills, and a disciplined approach to producing high-quality work.

This role is best suited for someone who takes ownership of their work, works independently without close oversight, and approaches their work with a high level of discipline, thoughtfulness, and accountability. Strong candidates are those who enjoy making sense of complex information, translating it into clear insights, and delivering high-quality work in a collaborative team environment.

What You'll Do

Research and Analysis

- Conduct qualitative and quantitative research to support client engagements
- Perform structured research on governance, institutional investors, and organizational practices
- Design and administer stakeholder surveys using online tools (e.g., SurveyMonkey), including drafting survey questions, managing distribution, and synthesizing results
- Gather and synthesize stakeholder input, industry practices, and peer data
- Organize and analyze information to identify key themes and insights

Policy and Governance Development

- Support the development of governance policies and frameworks, including board policies, governance manuals, and related materials
- Conduct research on leading practices and translate findings into practical, organization-specific content
- Assist in structuring and drafting policy documents in clear, accessible language
- Contribute to refining and revising policy drafts based on team and client input

Client Deliverables

- Prepare presentations, reports, and supporting materials for client engagements
- Draft written content that translates complex topics into clear, plain language for board and executive audiences
- Produce work that is accurate, well-organized, and ready for client use
- Contribute to facilitation materials used in workshops and board discussions

Project Execution

- Manage assigned work independently with clear ownership of timelines and outputs
- Track tasks and next steps, and follow through without the need for close supervision

- Communicate progress, risks, and questions in a timely and direct manner
- Maintain organized project files and materials
- Collaborate effectively with team members across multiple projects

What We're Looking For

- Bachelor's degree required; strong academic performance. We welcome candidates from a range of disciplines, including business, economics, public policy, liberal arts, journalism or related fields. Advanced degrees (MBA, JD, or relevant graduate study) are valued but not required.
- 0-2 years of relevant experience in consulting, research, analysis, or another environment requiring structured thinking and written communication
- Strong analytical and problem-solving skills, with the ability to structure ambiguous issues
- Excellent writing skills, with the ability to communicate complex ideas clearly and concisely
- Ability to synthesize information from multiple sources into clear, structured insights
- High attention to detail and a consistent standard for accuracy and quality
- Strong sense of ownership and accountability for work product and outcomes
- Ability to work independently, manage priorities, and follow through without close oversight
- Professional presence and clear, direct communication style
- Interest in governance, institutional investing, and public sector leadership

What Sets This Role Apart

- You will work directly on governance, strategy and policy issues that shape how major public institutions operate
- Your work will contribute to real client deliverables used in boardrooms and executive settings



- You will be part of a small, high-performing team with clear expectations and a strong culture of accountability
- You will build foundational consulting, research, and writing skills in a demanding, intellectually rigorous environment

Compensation and Benefits

This is a full-time position. The base salary range for this position is \$70,000 to \$95,000 per year. Actual compensation will be determined based on experience, qualifications, and demonstrated capabilities.

Mosaic Governance Advisors offers a competitive benefits package that includes health, dental, and vision insurance, retirement plan participation, and paid time off.

How to Apply

Please submit a resume and cover letter to info@mosaicgovernance.com. Applications will be accepted through 5 pm MT June 12, 2026.