



State Innovation Exchange (SiX) Vacancy Announcement: Director of Operations

Background

[The State Innovation Exchange \(SiX\)](#) is a national resource and strategy center that supports state legislators who seek to strengthen our democracy, fight for working families, defend civil rights and liberties, and protect the environment. We do this by providing state legislative offices with top-notch training and research, emphasizing leadership development, amplifying legislators' voices, and forging strategic alliances between our legislative network and grassroots movements. Our vision is to build toward long-term progressive power and infrastructure at the state level.

Position Summary

SiX is looking for a smart, dedicated, and passionate individual with the ability to independently lead, create systems, and manage outside contractors to fill the role of Director of Operations. The Director of Operations will play a critical pioneering role in helping SiX to function at its highest level by overseeing the Finance, Human Resources, Compliance, and IT functions. This position is ideal for an organized, solutions-oriented leader looking to work in a fast-paced, dynamic, and mission-driven environment.

The Director of Operations will report to the Chief of Staff.

Primary Responsibilities

1. Manage SiX's financial functions.

- Design and manage strong financial and administrative controls and ensure our internal systems and processes meet the needs of our team.
- Develop effective practices to ensure that financial accountability and compliance are in place: create monthly and quarterly financial reports with support from accountant; coordinate and lead the annual audit process; manage organizational cash flow and forecasting; effectively communicate these reports, especially with colleagues without financial backgrounds; and keep senior leadership team abreast of the organization's financial status.
- Drive our annual budgeting process; work closely with staff to manage program, major project, and organizational budgets; and track finances and grant spending.
- Work with auditor, accountant, and Chief of Staff to prepare and complete year-end

audit and tax filings.

- Effectively communicate and present critical financial matters to the board of directors.

2. Manage SiX's human resources, compliance, operations, and technology functions.

The Director of Operations will spot issues and improve existing systems where needed, build new systems where needed, and ensure all of these functions continue to operate effectively as the organization grows. Specific functions will include:

- Ensure that we have strong human resources and administrative protocols. Partner with, and evaluate effectiveness of, external firm on onboarding, benefits management, and payroll.
- Support elements of talent and strategy support including performance management, recruitment, and hiring.
- Ensure 501(c)3 and 501(c)4 compliance with all local, state, and federal regulations and keep the organization up to date with all filings.
- Proactively look for and flag potential trouble spots; support the Chief of Staff & General Counsel in risk and legal matters as needed.
- Work with contractor to manage information technology upkeep and support.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Support other internal coordination as needed.

3. Serve as a leader of the organization.

- Serve as a thought partner to the Executive Director and Chief of Staff & General Counsel on operational, financial, and HR functions.
- Provide support and relevant information to the Executive Director, senior leadership team, and board of directors to inform governance decisions. Serve as a liaison to appropriate board members or committees as needed.
- Figure out how the structure and outside resources of the Operations team need to change as SiX grows.
- Exemplify SiX's culture and values.

Qualifications

- **Experience leading finance and operations in a complex organization** (e.g. multiple entities with different nonprofit designations, multiple locations, rapidly growing). You are ready from day one to work independently, spot issues, prioritize improvements, and manage outside contractors with good judgment. Experience with relevant compliance work is a plus.
- **Track record of strategic financial management.** You can spend the afternoon knee-deep in spreadsheets to answer organizational financial questions and then effectively report out the results of that work, especially to colleagues without finance

backgrounds.

- **Fast-paced and detail-oriented leadership.** You have a passion for making things work well, and you can handle a large volume of work impeccably. You're a quick study and know how to get the answers you need when you don't immediately know them.
- **Problem solving and can-do attitude.** You have excellent judgment, thrive on tackling and solving problems—big or small, and approach the work with an attitude of “can-do.” You drive solutions and systems that work.
- **Strong interpersonal skills with an equity and inclusion lens.** You are able to quickly build trust, credibility, and goodwill with a wide range of audiences, including staff (in remote locations), partners, funders, and board members and across lines of race, gender, class, and other identities.
- **Ability to manage resources and partners.** You have a demonstrated ability to direct the work of others, particularly contractors or consultants. You have sound judgment and a willingness to make tough and strategic decisions when confronted with difficult choices.

Other Details

Job Title: Director of Operations

Type: Full-time

Start Date: Immediately

Location: Washington, D.C. or Denver preferred; remote is OK

Salary Details: Commensurate with experience. Includes a comprehensive benefits package.

How to Apply

To apply, send a cover letter and resume to Peter Bailon, Chief of Staff, at jobs@stateinnovation.org and include “Director of Operations” in the subject line. We are looking to hire immediately, so applications will be accepted on a rolling basis until the position is filled. Please indicate in your cover letter where you found this job listing. The State Innovation Exchange is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, people with disabilities, and lesbian, gay, bisexual, transgender, and queer individuals.