



State Innovation Exchange (SiX) Senior Research Associate

About the State Innovation Exchange

The State Innovation Exchange (SiX) is a 501(c)(3) policy, strategy, and resource center for progressive state legislators. We empower, embolden, and equip state legislators to build and wield progressive governing power by/with/for the people they represent. We do this by providing legislators with the tools needed to shape impactful public policy and building their capacity to lead with their constituents. We foster long-term collaboration between legislators- across chambers, across regions, and across state lines - and with grassroots movements. Our vision is an equitable, resilient, healthy, and prosperous future for every person in the United States, which is secured and safeguarded by progressive state legislators. SiX's sister organization, SiX Action is a 501(c)(4) that works alongside SiX to build the capacity of state legislators by providing policy development, communications tools, and technical assistance.

About this Position

As a Senior Research Associate, you would play a pivotal role supporting progressive state legislators with sound public policy analysis. The Senior Research Associate will conduct legislative research, develop policy publications, and track legislation on progressive issues. This position works within SiX's research team but will require collaboration with national staff at SiX and state/national partners to promote progressive policies and support legislators throughout the country.

At SiX, we commit to equal pay for equal work. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to highly competitive markets in the nonprofit sector. The starting salary for this position is \$75,000. In addition, SiX offers competitive benefits including generous healthcare coverage options for you and your family, life insurance, a retirement match, flexible schedule and a generous leave and holiday schedule. More information about our benefits and compensation philosophy is available [here](#). This is a full-time, exempt position. The position is remote and open to anyone living in the continental United States. All work travel is currently banned because of COVID-19 but may be a possibility in the future.

Role Responsibilities

All staff at SiX have personalized role responsibilities – the outcomes and impacts you are expected to deliver as part of your unique role within the organization. As the Senior Research Associate you report to the National Director of Research and are responsible for delivering on the following expectations in your day-to-day work:

1. *Legislative Research Requests*: Support state legislative policymaking by conducting on-demand, legislative research and writing policy memos to inform state legislators on a range of progressive topics. Ideal candidates will have experience summarizing state legislation and be able to accurately and quickly convey policy and legislative information to policymakers in a written format. This work is in close partnership with legislative offices, and ideal candidates should be able to demonstrate past examples of upholding integrity and trust with stakeholders.
2. *Policy Publications/Online Resources*: Draft and manage the development of SiX-branded publications, including policy reports, briefs, and playbooks. Identify and execute on new ideas for policy resources and partner collaboration. And support the development of multimedia policy resources. Examples of SiX-branded publications include:
 - a. policy playbooks (e.g. [Paid Family + Medical Leave](#))
 - b. policy briefs (e.g. [Ending Prison Gerrymandering](#))
 - c. trend analyses (e.g. [Student Debt Reform](#))
 - d. policy primers (e.g. [State Preemption](#))Ideal candidates will have experience analyzing public policies, researching legislation, and drafting clear and concise policy publications on complex topics. These publications require collaboration and accountability, and ideal candidates will have a proven record of both.
3. *Bill Tracking*: Develop and maintain our democracy legislation tracking efforts, as well as other bill tracking topics as needed, by using bill tracking software, producing bill tracking reports, and sharing relevant information with partners, legislators, and SiX staff. Ideal candidates will have a strong understanding of the state legislative process, an ability to track legislation through the policymaking process, and demonstrated attention to detail and accountability.
4. *Partner Outreach*: Build new relationships with advocacy organizations that center race equity and connect with these groups, as well as with existing national and state coalition partners, to ensure that SiX research products provide current best practices and reflect the needs of the communities impacted by them. Ideal candidates will have a broad knowledge of national progressive groups and experience collaborating with multiple stakeholders (local, state, and national). Ideal candidates will have a record that demonstrates partner engagement with equity and inclusion, with organizations that center race equity.
5. *Internal Support*: Provide internal research support and technical assistance to staff, including for press inquiries and legislator trainings. Manage research interns on an as-needed basis. Ideal candidates will have experience working on a range of nonprofit activities (e.g. outreach efforts, policy and communications work, trainings and events) and a proven record of flexibility, taking initiative, and tenacity.
6. *Innovation*: Identify opportunities for SiX to develop policy resources and support content development. Support the development of quality improvement efforts and ongoing metrics of impact. Ideal

candidates will have experience innovating products or processes and will have a proven record of learning from failure.

7. *Organizational Alignment*: In partnership with the National Director of Research, ensure that the research team meets its organization-wide expectations with regard to living our organizational values, practicing equity and inclusion, ensuring compliance with applicable rules and regulations, and achieving coordination and cohesiveness with SiX's strategic plan and overall programmatic goals. Ideal candidates will have comfort with a growing and learning culture, embrace organizational transformation, and demonstrate a passion for centering race equity.

Core Competencies

All staff roles at SiX are grounded in a set of core competencies that are standardized across the organization based on the type of role you hold. As the Senior Research Associate you will be responsible for delivering on the following core competency expectations in your day-to-day work:

1. *Equity and Inclusion*. You have a demonstrated understanding of the role that racial, gender, economic, and other inequities play in our society and in movement-building and demonstrate an ability to effectively collaborate across lines of difference.
2. *Program Implementation*. You are able to successfully execute the activities of your program/issue area(s) and contribute to the success of your team and the organization overall.
3. *Partner Engagement*. You are able to cultivate and maintain successful and professional partnerships with external stakeholders in the implementation of your work.
4. *External Communication and Brand Management*. You are able to advance the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
5. *Knowledge Management*. You are detail oriented and able to support in the collection, synthesis and dissemination of information about your team's work, internally and externally.
6. *Financial Administration*. You are able to provide timely, accurate financial information as needed to comply with all internal financial protocols.
7. *Fund Development*. You are able to assist with securing resources for the organization. Upon request, you may be asked to participate in the design and implementation of funding requests. You may be asked to participate in fund development, both in writing and in-person, to targeted audiences.
8. *Compliance*. You are able to comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
9. *Organizational Culture and Values*. You are able to practice and uphold organizational values in your day-to-day and long-term work. You participate in creating a team culture that is productive, collaborative, and equitable.

Organizational Values

All staff at SiX are responsible for upholding our organizational values, which were developed collaboratively by all staff. These describe the way we strive to do our work together and the kind of organizational culture we want to build. As the Senior Research Associate you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

1. *Equity and Inclusion.* Actively practice our commitment to racial, gender, economic, and social justice. Demonstrate an openness to cultivating progressive, inclusive leadership and welcoming different learning and leadership styles. Seek and accept feedback about ways to strengthen your awareness and understanding of how to create more inclusiveness in your speech and behavior. Practice humility and continuous learning. Commit to repairing relationships with your speech or behavior has promoted inequity or exclusion.
2. *Collaboration.* Proactively build relationships with your colleagues and partners. Demonstrate respectful speech and behavior. Be honest, kind, and direct in instances of conflict. Adopt a stance of “having each other’s back.” Resist habits of individualism and competition in favor of turning toward and building with one another.
3. *Accountability.* Demonstrate the ability to own and achieve your responsibilities at work. Attend to both the results and the process by which you achieve your results. Pay attention to details, anticipate roadblocks, offer solutions, drive work forward, include relevant stakeholders when making decisions, follow through with delivering high-quality work on time.
4. *Integrity and Trust.* Do not withhold information but democratize knowledge. Acknowledge both your successes and your mistakes. Practice forthrightness, “saying the thing,” graciously giving and receiving feedback, and building your own skills and capacity as well as that of your colleagues.
5. *Initiative and Tenacity.* Take responsibility for your success and the success of your teammates. Demonstrate the ability to manage and successfully execute on the work in the context of a remote organization. Offer and seek answers and options proactively, in consultation with your supervisor, colleagues, and partners. Challenge implicit assumptions and create explicit agreements.
6. *Flexibility.* Embody a “getting to yes” attitude and a propensity for working through roadblocks, building consensus, and course correcting when necessary. Engage in continuous learning and reflection. Seek feedback. Apply your learnings to subsequent projects and responsibilities. Welcome change and seek ways to adapt to new information, people, and circumstances.
7. *Innovation.* Commit to learning and growing the organization’s work. Stay open to possibility. Greet new opportunities with curiosity and a sense of possibility and openness. Contribute to a culture that lets us grow, try new things, succeed (or fail), and learn from our efforts.

How to Apply

Interested applicants should submit a compelling cover letter and resume to jobs@stateinnovation.org. Please indicate the position you are applying for in the subject line of the email. Applications will be reviewed on a rolling basis until the position is filled. Priority will be given to candidates who apply by September 30, 2020.

State Innovation Exchange is an equal opportunity employer. We encourage people of color, women, LGBTQ folks, and immigrants to apply for open positions. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national origin, age, marital, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.