



State Innovation Exchange (SiX) Director, Democracy

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.

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 \$85,000. 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. Although work-related travel is currently on hold because of COVID-19, travel may be possible in the future.

Position Summary

The Director, Democracy co-leads the execution of the organization's democracy program and will play a central role in expanding and reimagining SiX's democracy program across all 50 states. The Democracy Program is currently expanding in new and exciting ways and the Democracy Director will help shape and implement the build out and expansion of the program. The Democracy Director supports the Senior Democracy Director, works closely with the other Democracy Director, the communications and research teams, and state directors. The Director, Democracy also promotes collaborations across project areas and with state and national partner organizations. The Director, Democracy must have superior written and verbal communication skills, a service mindset, experience working with state legislators and evidence of strong project management.

Role Responsibilities

All staff at SiX have personalized role responsibilities, including the outcomes and impacts you are expected to deliver as part of your unique role within the organization. As the Director, Democracy you report to the Senior Democracy Director and will be responsible for delivering the following in your day-to-day work:

1. *Program Strategy and Implementation*: Spearhead ideas for programming to build the capacity of state legislators to fight for a radically inclusive, participatory democracy, working in close coordination with legislators, local and national partners, and other SiX staff. Programming includes planning and conducting policy briefings, communications training, strategic conversations, and other legislator events focused on democracy.
2. *Program Implementation - Democracy Champions*: Expand and support the national democracy champions cohort of state legislators by 1) keeping abreast of the latest trends and resources in the democracy policy space, identifying issues of interest for SiX and becoming an expert on state democracy policies; 2) building relationships with legislators and strengthening their democracy-focused engagement with SiX; 3) communicating the value of participation in the cohort; 4) ensuring value by facilitating provision of communications support and fulfillment of research requests, organizing learning opportunities, connecting legislators with peers in other states and with local and national partners, identifying opportunities to support and amplify democracy champion's voices on democracy issues and managing the democracy champions lists and data. The Democracy Director should demonstrate excellent written and verbal communication skills when communicating with elected officials and state and national partners.
3. *Partner Outreach, Management and External Affairs*: Lead collaboration with partners to achieve jointly beneficial programming and projects. Advance the organization's reputation, profile and brand with external stakeholders and at key events. Present at democracy partner events and on calls/webinars. Represent SiX at democracy partner convenings and on general coalition calls. Coordinate training opportunities, strategic conversations and other legislative events. The Democracy Director should demonstrate excellent written and verbal communication skills and experience when working with state and national partners and conducting trainings and briefings.
4. *Internal Coordination on Program and Strategy*: Partner with SiX state directors on their ongoing in-state democracy efforts and act as in-house technical support. Build cross-team knowledge and skills on democracy issues. Help SiX staff respond to press inquiries and communication requests about democracy issues. Help develop and implement systems to support the democracy team's communications, program tracking, and goal setting processes. Identify and elevate key project outcomes to leadership. Spearhead cross-team planning and strategy conversations on democracy. Act as deputy and decision maker for the department when requested by the Senior Director, Democracy.
5. *Financial Management*: In partnership with the SDoD, support implementation of the democracy project budget to ensure project spending is in line with internal systems and funder requirements. Ensure all receipts and expenses are coded correctly and submitted for review and approval in a timely manner.
6. *Organizational Alignment*: In partnership with the SDoD, ensure that the democracy 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.

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 Director, Democracy you will be expected to demonstrate the following core competency expectations in your day-to-day work:

1. *Equity and Inclusion.* You are able to consistently integrate your deep understanding of key equity concepts into work projects and interactions by addressing structural implications and disproportionate impacts of policies, activities, and decisions on race, gender, class and other group identities within the context of job responsibilities and projects.
2. *Strategy and Implementation.* You are able to provide strategic consultation and advice in the formation, oversight, and execution of your team's work and their deliverables. You ensure ongoing programmatic excellence and accountability for your team in alignment with SiX's organizational strategic plan and funder requirements. You are able to successfully implement the core activities of your department/issue area through direct program implementation and/or the management of staff who are responsible for program implementation.
3. *Staff Management.* You are able to support and cultivate staff. You effectively engage in and resolve conflict and you are able to adeptly manage across lines of difference within a multi-racial organization.
4. *External Partner Management and Movement Building.* You are able to identify, cultivate, and maintain successful partnerships with external stakeholders in the implementation and impact of your department/issue area. You possess the ability to identify, recruit, hire, delegate, and manage contractors and/or vendors to implement components of the work, on an as needed basis.
5. *External Communications and Brand Management.* You are able to adeptly represent the organization and serve as a spokesperson and thought leader with legislators, the public, and members of the press. You advance the organization's reputation, profile, and brand with key stakeholders. You possess excellent written and verbal communication skills.
6. *Knowledge Management.* You are able to provide consultation and input on the design of systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by your portfolio. You ensure consistent data collection and analysis on key project outcomes. You work collaboratively with the senior management team to integrate cross-program activities and functions.
7. *Financial Oversight.* You are able to assist with managing the resources of your department/issue area. You manage your team to provide timely, accurate financial information, as needed, and comply with all internal financial protocols.
8. *Fund Development.* You are able to successfully secure resources for your department/issue area. You are able to effectively design funding requests, and communicate those ideas, both in writing and in-person, to targeted audiences.
9. *Compliance.* You are able to ensure that all activities within your program area/department, as well as the staff you manage, comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.

10. *Organizational Culture and Values.* You are able to ensure that you and the staff you supervise practice and uphold the organization's values in your day-to-day and long-term work. You steward and exemplify an organizational 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 Director, Democracy 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. Committing 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 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 learning 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 October 5, 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, martial, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.