



## **State Innovation Exchange (SiX) Finance Consultant**

Are you a nonprofit finance professional? Do you want to use your skills to fight for progressive values in politics? If so, this consulting opportunity may be for you.

### **About the role**

Now more than ever, the United States faces unprecedented and racialized concentration of wealth and power, devastating ecological collapse, staggering state violence against Black and Indigenous people and communities of color, a rapid resurgence of fascist formations, and incisive attacks on our most basic rights and democratic institutions. At the same time, most people lack the power to fight for their own interests because, today, they are de facto excluded from real representation and inclusion in their government.

State governments remain the most able public institution to immediately improve people's lives and make enduring impacts to our democracy, economy, and society. Progressive public officials face a stark power disadvantage in state government—particularly in state legislatures. Even when progressive legislators are elected, they join a system in which they are set up to fail. The State Innovation Exchange (SiX) is changing this story by giving progressive state legislators the support they need to win back progressive power. SiX is a nonprofit 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. SiX's sister organization, SiX Action is a 501(c)(4) that works alongside SiX to build capacity of state legislators by providing policy development, communications tools, and technical assistance.

To support our rapid expansion of services, we are seeking an independent contractor/consultant to fulfill a broad range of nonprofit financial management duties spanning financial planning & analysis (FP&A) and limited accounting functions. SiX anticipates awarding a contract for part-time contractor support (20 – 30 hours per week, negotiable) over a 6-month term with the potential for extension. Total contract value is not to exceed \$45,000. SiX is a virtual organization and there are no restrictions on where the Finance Consultant is based, within reasonable time zone bounds. The Finance Consultant will report to the Vice President of Operations and work closely with the Co-Executive Director.

### **In this role, you will:**

1. *Conduct program and grant financial planning & analysis:*
  - a. Partner with program leads to develop budgets for grant proposals;
  - b. Prepare reporting on actual project spending and variance vs. budget;

- c. Support program leads in forecasting project spending and making planning decisions; and
  - d. Prepare financial reports, narratives and associated materials for grant reporting.
- 2. *Conduct organizational financial planning & analysis:*
  - a. Facilitate development of 2021 indirect cost budget;
  - b. Prepare reporting on actual indirect cost spending and variance vs. the budget;
  - c. Support forecasting of indirect cost spending and facilitation of planning decisions; and
  - d. Prepare management reports, narratives and associated materials to support decision making by the Executive Team, Board and staff.
- 3. *Perform selected accounting functions:*
  - a. Perform activities to manage accounts payable and receivable; and
  - b. Liaise with accounting firm to ensure accurate classification of project/grant and other expenses.
- 4. *Provide review, assessment, consultation, and innovation to our overall finance functions at SiX. Specific projects will be based on mutual agreement between SiX and the Finance Consultant and may include:*
  - a. Reviewing our chart of accounts and making recommendations that will ensure both comprehensive and efficient tracking of revenue and expenses;
  - b. Reviewing and updating our financial policies and procedures manual;
  - c. Reviewing our structures for finance and accounting and making recommendations about the possible future structure of our financial and accounting functions organization-wide;
  - d. Assessing our current structures for tracking revenue (restricted and unrestricted) and expenses and evaluating opportunities to streamline these systems;
  - e. Developing dashboards for the dissemination of easily digestible, high-level financial performance indicators for Boards and staff.

**You'll be a standout candidate if you:**

- Are self-sufficient in executing nonprofit financial planning & analysis and accounting duties (including 501c3 and 501c4 compliance considerations), with particular emphasis on creating, monitoring, and revising multiple project grant budgets with varying donor restrictions;
- Have experience with ensuring the accuracy of project expense classification in financial systems;
- Have demonstrated ability to collaborate across teams in a dynamic and multi-racial setting; and
- Are detail- and solutions-oriented and able to demonstrate skillful time and task management.

**We'll love working together if you:**

- Are ready to fight for progressive values;
- Understand the role that racial, gender, economic, and other inequities play in our society and in movement-building and thrive on collaboration across lines of difference;
- Want to join a passionate, dynamic team and can be an engaged team member in a virtual environment; and
- SiX's organizational values resonate with you (see Organizational Values below).

**As SiX's Finance Consultant, you'll get to:**

- Use your finance skills to shift the tide in the fight for progressive values in politics;
- Deepen experience across financial planning & analysis and accounting;
- Expand your skillset and perspective by leaning into a wide range of finance-related tasks and projects (as the only dedicated finance specialist in the organization);
- Gain exposure to senior-level decision-making and organizational management processes; and
- Build your network among respected and well-connected leaders in the progressive movement and nonprofit management space.

### **How to Apply**

Interested applicants should submit a cover letter and resume to [jobs@stateinnovation.org](mailto:jobs@stateinnovation.org). Please include “Finance Consultant Application” in the subject line of the email.

State Innovation Exchange is an equal opportunity employer. We encourage people of color, women, LGBTQ folks, people with disabilities, 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.

### **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 capacity of state legislators by providing policy development, communications tools, and technical assistance.

### **Organizational Values**

All team members 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 Finance Consultant 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.

June 2020