



State Innovation Exchange (SiX) Organizing 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 build 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.

Position Summary

The Organizing Director, Democracy helps direct and execute the organization's democracy program, expanding and reimagining SiX's democracy program across all 50 states. The Organizing Director, Democracy reports to the Senior Democracy of Director and works closely with the communications, research, and legislative teams. The Organizing Director, Democracy will organize and grow SiX's Democracy Champions Cohort while promoting collaboration across project areas and with state and national partner organizations. Successful candidates will have superior written and verbal communications skills, an organizing lens or stance, deep policy expertise on voting, elections and democracy issues, experience working with state legislators or other elected officials, strong project management skills, an understanding of race equity as the core of democracy policy work, and a deeply collaborative approach internally and with coalitions.

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.

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

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 Organizing Director, Democracy you report to the Senior Director, Democracy and will be responsible for delivering the following in your day-to-day work:

1. *Program Implementation - Organizing and Supporting State Legislators to Champion Democracy:* Direct and implement programs and activities to build the capacity of state legislators to fight for a radically inclusive, participatory democracy in SiX's full legislator network and through the Democracy Champions Cohort, our network of 300 state legislators who opted into engagement and support on issues of democracy. Specific activities include: organizing and supporting our Southern defensive legislator group; ideating and executing programming and opportunities for legislators within the Democracy Champions cohort; managing associated data and lists to understand and track legislator participation, program outputs, and impact; fulfill or facilitate the fulfillment of research requests from legislators; and other related duties. *Successful candidates will demonstrate excellent written and verbal communication skills, innovative creation and execution of campaigns or programs or activities, a customer service orientation when working with legislators, and will utilize an organizer lens to engage and support state legislators.*
2. *Program Implementation - Public Policy:* Track national and in-state moments and identify opportunities to act. Keep abreast of the latest developments in the democracy policy space and be a trusted expert on state democracy policy. Build state legislator relationships and deliver technical assistance support. Coordinate training opportunities and strategic conversations among legislators and partners. Ideate and create advocacy materials to amplify the voices of legislators. *Successful candidates will maintain a strong understanding of state and federal democracy policy. Successful candidates will demonstrate the ability to build upon existing bodies of work while creating a new, dedicated level of support to democracy issues.*
3. *Partner Outreach and External Affairs:* Work in close coordination with legislators, local and national partners, and other SiX staff 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, calls, and webinars. Represent SiX at democracy partner convenings and on general coalition calls. Respond to press inquiries and communication requests about democracy issues as needed, and connect legislators with peers in other states and with local and national partners and members of the press. *Successful candidates will demonstrate excellent written and verbal communication skills and a keen understanding of coalitions and external partnerships. Strong candidates can translate complex policy issues into compelling advocacy materials.*
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 on state democracy policy. Build cross-team knowledge and skills on democracy issues. 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. *Successful candidates will showcase strong knowledge management and collaboration skills.*
5. *Financial Management:* In partnership with the Senior Director, 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. *Successful candidates will embrace program budgeting as a core component of their role and display a commitment to navigating compliance issues.*
6. *Organizational Alignment:* In partnership with the Senior Director, 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. *Successful candidates will demonstrate a race-forward understanding of the issues and a commitment to working with and across lines of identity.*

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 Organizing Director 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 Organizing Director 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 when 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 May 1, 2022.

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.