



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

### **Senior Policy Counsel, Reproductive Rights**

#### **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.

#### **About this Position**

The Senior Policy Counsel, Reproductive Rights, leads the strategy for the policy and legal work and supports the Reproductive Rights team in implementing the program's goals. This position plays a critical role analyzing the legal implications of legislation, including its constitutionality. Ideal candidates will have outstanding legal analysis skills, including the ability to develop complex legal arguments, analyze legislation and regulations, and respond to and improve legislation. In addition this position will liaise with other departments across SiX to promote collaborations across projects. This position manages and grows key national partnerships and directly supervises a team of two. Juris Doctor; Master of Laws or equivalent preferred but not required.

The starting salary for this role is set at \$110,000; this starting salary is non-negotiable in compliance with our internal salary bands and commitment to equitable and just salary practices. 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. This is a full-time, exempt position. The position is remote and open to anyone living in the continental United States. The position will require travel, possibly more than six times a year, depending on COVID-19 travel restrictions.

**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.

## Roles and 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 Policy Counsel, Reproductive Rights, you report to the Senior Director, Reproductive Rights and will be responsible for delivering on the following expectations in your day-to-day work:

- *Program Strategy and Oversight – [Reproductive Freedom Leadership Council](#)*: Lead the legislative strategy, implementation, and impact for the Reproductive Freedom Leadership Council (RFLC), a cohort of over 400 state legislators with whom the team works to champion reproductive health, rights, and justice. Through the RFLC, the Senior Policy Counsel will play an integral role with our Reproductive Freedom Leadership Council, working with state legislators to develop and support proactive and defensive legislative strategies tailored to their state’s context and needs.
  - Candidates should have a proven track record designing and successfully executing national advocacy and/or policy campaigns, with specific legal experience working in the field of reproductive health, rights, and justice. The Senior Policy Counsel will also represent SiX on national coalitions and at conferences and other speaking engagements.
  - Candidates will harness their robust network of relationships with state and national advocacy organizations in service of this work and will maintain knowledge of the national and state policy landscape and movement partners and developments, while building the capacity of the department to take those developments into consideration when executing program objectives. The candidate will ensure that opportunities to coordinate across programs and departments within SiX are identified and executed.
- *Partnerships*: Identify, establish, cultivate and maintain relationships with key national and state reproductive health, rights, and justice partners and coalitions (specifically legal/courts advocacy), legal organizations and academics, and with state legislator networks and organizations. Coordinate with local, state, and national partners to execute projects and pursue shared goals. Ensure internal coordination across departments for partnerships that have multiple touchpoints. Candidates should have a deep understanding of the dynamic reproductive health, rights, and justice field and utilize that to inform the direction of the program. Candidates should identify and cultivate new partnership opportunities among the progressive landscape in order to incorporate a reproductive justice lens into new spaces in service of state legislators.
- *Staff Management*: Supervise and support SiX Repro policy team members and interns. Cultivate an environment of positive team building and drive organizational culture-building activities. Support staff in identifying opportunities for advancement of the RFLC, set goals and achieve objectives, and oversee and track team progress toward the organization’s and portfolio’s overall programmatic goals. Oversee the execution of special projects, as necessary. Ensure staff are collaborating across the organization, as necessary. Candidates should demonstrate a strong history in staff management rooted

in a commitment to feedback, culture building, and accountability. Ideal candidates will be comfortable managing remote staff distributed across the country.

- *Fund Development:* Provide high-level support for all funding streams, including the completion of grant reports, grants management and oversight, and national meetings where required. Support the development of proposals and renewals, including proposal design and grant writing, for your portfolio, with support from the Senior Director, Reproductive Rights. Candidates should possess strong written and verbal communication skills that can clearly, concisely, and compellingly convey essential programmatic information.
- *Financial Oversight:* Candidates should have direct experience managing program budgets and using/maintaining operational data.
- *Program Implementation:* Support SiX Repro staff to expand and cultivate the RFLC and oversee the development of training and policy materials, communications tools, and other project deliverables. Candidates should have demonstrated experience working in state legislative ecosystems, with a deep understanding of the barriers and resource limitations that hamper the efforts of state legislators to advance reproductive health, rights, and justice.
- *External Affairs:* Represent the organization and serve as a spokesperson and thought leader with legislators, the public, and members of the press. Advance the organization's reputation, profile, and brand with key stakeholders. Ensure departmental participation in national conferences and events, as needed. Candidates should possess strong written and verbal communication skills that can clearly, concisely, and compellingly convey essential programmatic information. Candidates should have a strong point of view on how to support and build power with state legislators to advance abortion rights and other reproductive health care issues.
- *Organizational Alignment:* Ensure that the SiX Repro policy 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. Candidates should demonstrate a history of stewarding organizational transformation and/or culture change work within a dynamic and multi-racial setting.

## **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 Policy Counsel, Reproductive Rights you will be responsible for delivering on the following core competency expectations in your day-to-day work, with support of the Senior Director, Reproductive Rights:

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 Senior Policy Counsel , Reproductive Rights 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](mailto:jobs@stateinnovation.org).** Please indicate the position you are applying for in the subject line of the email. Applications will be accepted until the position is filled. **Priority will be given to candidates who apply by February 13, 2023.**

The 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.