



## **State Innovation Exchange (SiX) Senior Executive and Operations 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**

The Senior Executive and Operations Associate provides administrative, operational and project coordination support to the Operations Team and Executive Director. This position plays a central role in ensuring the success of the Executive management of the organization and ensuring efficient internal operations and administration of SiX by serving as a liaison for staff and vendors, ensuring staff have the information they need related to HR, finance, compliance and IT policies, and know how to navigate operational infrastructure. The Senior Executive and Operations Associate also supports the planning and coordination of organizational events and programming, including staff retreats, board retreats and annual conferences. This is a critical role in helping SiX to live its values and ensuring ongoing sustainability and success.

This is a full-time, exempt position. This position requires some travel (approximately five times per year). The position is remote and open to anyone living in the continental United States.

At SiX, we commit to equal pay for equal work. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting wage system, while benchmarking our pay to highly competitive markets in the nonprofit sector. The starting salary for this position is \$80,000. 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 are available upon request.

### **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 Executive and Operations Associate you report to the Executive Director and are responsible for delivering on the following expectations in your day-to-day work:

1. *Executive Director Support:*
  - a. Maintain the schedule of the Executive Director by responding to and prioritizing internal and external meeting requests within a fast-paced, high stakes environment.
  - b. Schedule all travel for meetings and conferences, including booking flights, hotel, and ground transportation, and confirming meetings.
  - c. Submit monthly expense reports for the Interim Executive Director by tracking all credit card expenses, collecting physical and electronic receipts, and coding all activity via the online portal (Nexonia).
  - d. Support communication, efficiency and organization of the Executive Director by drafting and organizing materials, such as weekly schedules, briefing documents, and internal updates.
  - e. Partner with the Director, Special Projects, Director, Development, and/or Sr. Director, Communications to support preparation of Interim Executive Director for external meetings and events.
2. *Board of Directors support:* In close coordination with the Director of Special Projects, support the coordination of the board by serving as a liaison to the board of directors, assist with the scheduling of virtual and in-person meetings, coordinating logistics for meetings, preparing board packets, attending board meetings, and capturing board minutes.
3. *Staff Liaison:* Serve as the point of contact for staff questions regarding internal operations relating to benefits, HR, finance and IT platforms (Insperity, Nexonia, bill.com, Slack, Google Drive, Zoom).
4. *Internal Meeting Engagement & Support:*
  - a. Participate in Executive Team meetings by sharing your perspective and supporting the Director, Special Projects in coordinating Executive Team meetings and tracking notes / follow-up items.
  - b. Participate in and Coordinate Operations Team meetings by sharing your perspective, managing meeting calendars, taking & distributing notes, managing documents, and ensuring follow-up on action items.

5. *Filing and Information*: Ensure consistent filing of Executive and Operations team files, including contracts, grant agreements, financial documents, HR documents, and any other organizational and administrative documents.
6. *Compliance & Internal Controls*:
  - a. Provide support to the Operations Team in managing staff adherence to internal policies and deadlines including expenses reports, timesheets, and other regular reports.
  - b. Act with discretion and handle information with care, especially as it relates to confidential data (financial info, HR information, etc.).
7. *Human Resources*:
  - a. Support the management of HR systems and procedures including payroll, benefits administration and enrollment, and timesheets.
  - b. Assist with the hiring and onboarding of all new staff by working in conjunction with the Senior Director of Operations SVP of Operations and hiring managers to post job descriptions, schedule interviews, schedule new employee orientation, order business cards and name tags, and other duties as needed. Ideal candidates are proactive, systems oriented, and adept planners.
  - c. Serve on hiring committees.
8. *Organizational Events & Initiatives*:
  - a. Provide event and logistics support for staff retreats, board meetings, org-wide convenings, trainings and other events or initiatives.

### **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 Executive and Operations 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 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 Assistant, Operations & Executive Team you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

#### **1. Adaptability and Imagination**

We embrace learning from our past, present, and future, remaining open to new perspectives and innovative approaches. Change is necessary, and we actively cultivate the courage to envision and pursue possibilities beyond the status quo. We are committed to shifting our perspectives and processes when needed, embracing transformation within ourselves, our communities, and our organization.

#### **2. Connection, Relationship, and Collaboration**

Authentic relationships and principled partnerships are the foundation for building people-centered power. Trust, respect, and accountability guide how we work together, ensuring that the quality of our work is just as important as the path we take to achieve it. We approach challenges with honesty and integrity, valuing principled tension as necessary for progress.

### **3. Wholeness, Consideration, and Care**

We recognize and honor the full humanity of ourselves and those around us. Everyone deserves joy, rest, safety, and respect, and we create flexible, caring work environments that uphold these values. We take responsibility for our emotions and actions, ensuring our engagement with others is grounded in thoughtfulness and care.

### **4. Belonging and Difference**

We are committed to upholding the inherent value of all people across identities, experiences, and perspectives. We actively work against systems of oppression that harm the communities we are a part of and collaborate with, striving to build a world where equity and justice are the norm. We are intentional in addressing racism and continuously learning to shift behaviors, beliefs, and policies that reinforce injustice.

### **5. Sustainability and Perseverance**

We prioritize the long-term sustainability of ourselves, our communities, and our organization by pacing our work, reducing harm, and fostering an environment of shared knowledge and abundance. We recognize that systemic change requires deep investment and generational commitment, and we are dedicated to doing the work necessary to build a thriving future.

## **How to Apply**

Interested applicants should submit a compelling cover letter and resume using the following [form](#). For further assistance, please contact [jobs@stateinnovation.org](mailto:jobs@stateinnovation.org) with "Senior Operations and Executive Assistant" 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 **Friday, June 12th**.

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.