



**Position Announcement**  
**Development Director – The State Innovation Exchange (SiX)**  
Washington, DC

We strongly encourage people of color, women, and LGBT persons to apply.

**About The State Innovation Exchange (SiX):**

SiX is a national resource and strategy center that supports state legislators who seek to strengthen our democracy, fight for working families, defend civil rights and liberties, and protect the environment. We do this by providing state legislative offices with top-notch training and research, emphasizing leadership development, amplifying legislators' voices, and forging strategic alliances between our legislative network and grassroots movements. Our vision is to build toward long-term progressive power and infrastructure at the state level.

**Position Summary:**

SiX is seeking a Development Director to lead and grow its fundraising. The SiX Development Director will direct and implement a strategic development planning process, manage foundation funding, direct programs to cultivate donors at all levels, develop donor communications, track fundraising progress, and supervise staff.

The ideal candidate will have experience leading development strategy and implementation, an understanding of grant funding and relationships with foundations, experience raising money on a national and/or multi-state level, and knowledge of and relationships with progressive donors.

The Development Director will report directly to the Executive Director.

**Position Responsibilities:**

- Direct and implement a strategic development planning process, in consultation with the Executive Director, Board of Directors, and senior staff
  - Define development priorities, goals and benchmarks

- Develop fundraising strategy
- Identify prospects and outline cultivation and solicitation tactics
- Manage the Board of Directors to generate effective fundraising participation, and report to the board on organizational efforts and progress on a regular basis
- Work with the Executive Director to leverage his time and relationships to maximize his fundraising potential
- Oversee foundation funding, including research, proposal writing, and tracking and reporting of deliverables
- Direct the growth of a major gifts program including identification, cultivation and solicitation of large donors
- Build and manage relationships with current and prospective donors and funders
- Develop and implement programs for small and medium-sized donors
- Create stewardship, communications and re-solicitation plans for donors who've given in the past
- Lead the development of all donor communications, including email, talking points and donor memos, ensuring that the pitch is consistent with SiX's message and appropriately tailored to each audience
- Track and report on fundraising progress on a regular, ongoing basis
- Identify additional staffing needs, supervise and train development staff, and help staff cultivate skills and grow within their roles
- Oversee all development systems, including the fundraising database and tracking systems
- Represent SiX in meetings and conversations with donors, stakeholders, allies and partners
- Other responsibilities as required

**Position Qualifications:**

- At least 10 years experience in professional fundraising
- Experience leading development strategy and implementation
- National and/or multi-state fundraising experience
- Flexibility and the ability to capitalize on opportunities that present themselves in fundraising
- Strong written and verbal communication skills
- Understanding of progressive infrastructure landscape
- Relationships and knowledge in foundation funding arenas
- Knowledge of progressive and Democratic donors
- An entrepreneurial spirit
- Ability to work well in a collaborative team environment
- Hard working and highly organized

**To Apply**

Submit a cover letter and resume online at [www.grossmanheinz.com](http://www.grossmanheinz.com) (click "Submit Resume" to be directed to the job description and application page). Only applications submitted through this website will be considered. Deadline for applications is December 23, 2016.

SiX is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, sex, age, personal appearance, sexual orientation, gender identity and expression, family responsibilities, religion, national origin, citizenship status, marital status, genetic information, disability, political or union affiliation, veteran status, or any other characteristic protected by federal, state, or local law.