



## **State Innovation Exchange (SiX) Senior Development Assistant**

### **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.

### **Position Summary**

The Senior Development Assistant provides essential operational and administrative support to SiX's Development team. This position plays a significant role in supporting the organization's fundraising efforts to sustain an ambitious \$10MM annual operating budget (c3/c4). The Senior Development Assistant will be a core member of our energetic staff, providing systematic and administrative support for all fundraising activities at SiX.

This role will be responsible for database, grants, and project management; donor cultivation and communications support; and meeting scheduling, coordination, and logistics. The ideal candidate is committed to advancing justice and democracy, and interested in growing their nonprofit development skills as part of a collaborative team. The successful candidate will be a strong writer who is exceptionally detail-oriented, well-organized, and responsive. The Senior Development Assistant will report directly to the SVP, Development and will have the opportunity to collaborate with all members of our remote organization.

### **Salary and Benefits**

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 \$70,000. 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 are available upon request. 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 occasional travel to support fundraising efforts and to staff meetings, approximately 3-5 times per year.

## **Role Responsibilities**

1. Data management
  - Ensure that all information about donor touchpoints, including meeting notes, biographical information, and needed follow ups are logged quickly and accurately.
  - Process gifts and enter details on deliverables in an accurate and timely manner.
  - Keep all donor contact lists up-to-date and clean.
  - Play a key role in transitioning from spreadsheets and Asana to SiX's first CRM, CiviCRM, through ongoing planning, communication, and data-sharing with the database team.
  - Provide technical support to internal stakeholders regarding donor data management.
  - Manage the creation and maintenance of accurate, informative reports and dashboards.
  - Oversee database processes proactively and continuously improve the system for SiX's use.
2. Grants and project management
  - Track and update proposal, reporting, and renewal cycles across all programs and both entities.
  - Collaborate with SVP, program staff, and finance staff to gather required inputs for all grants and reports.
  - Ensure timely and accurate submissions of all grants and reports.
  - Manage SiX and SiX Action's acknowledgement processes, ensuring timely and thoughtful acknowledgement of all gifts received.
  - Project manage fundraising campaigns, ensuring stakeholders meet deadlines along the way.
  - Project manage the creation and dissemination of donor communications, including regular email updates, various concept notes, and other donor-facing documents.
  - Alongside Senior Associate, Digital Communications, help project-manage SiX's annual report process.
3. Donor cultivation and communications
  - Support growth of individual and institutional giving programs by engaging in prospect research at the request of the SVP, Development.
  - Draft briefs on donors and prospects in collaboration with the Development team.
  - Support fundraising stakeholders in coordinating and managing relationships with key prospects, ensuring personal attention and consistent engagement.
  - In partnership with the Development team and other key stakeholders, draft donor and prospect emails as needed.
  - In partnership with the Development team and other key stakeholders, help draft compelling materials to facilitate donor and funder engagement.
4. Meeting and event coordination
  - Lead scheduling efforts with internal and external stakeholders for all fundraising-focused meetings.
  - Support SVP, Development on select administrative tasks, including notetaking, follow-up emails, expense reporting, and inbox management, as needed.
  - Provide logistical support for in-person fundraising events and travel, including researching and booking accommodations for key staff and members; reserving meeting rooms; ensuring materials are prepped and printed; and developing itineraries for fundraising travel.

## **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 Development Assistant, you will be expected to demonstrate 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 support the successful implementation of your program/issue area(s) and contribute to the success of your team and the organization overall.
3. *External Communication and Brand Management.* You are able to uphold the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
4. *Partner Engagement.* You are able to maintain successful and professional partnerships with external stakeholders in the implementation of your work.
5. *Knowledge Management.* You are detail oriented and able to assist in the collection, synthesis and dissemination of information to support your team's work.
6. *Financial Administration.* You are able to provide timely, accurate financial information as needed to comply with all internal financial protocols.
7. *Compliance.* You are able to comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
8. *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 Development Assistant 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 this [form](#). Questions can be directed to [jobs@stateinnovation.org](mailto:jobs@stateinnovation.org). Please indicate “Senior Development 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 **May 7th, 2026**.

State Innovation Exchange is an equal opportunity employer. We encourage people of color, Indigenous people, 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.