



The mission of ROX is to equip girls with the knowledge and skills necessary to live healthy, independent, productive and violence-free lives.

DEVELOPMENT MANAGER

You are creative and vibrant and are motivated by change and challenge. You are a self-starter who is independently productive, but who also functions well as a team player on a small, but mighty team. You see projects through to fruition, but can also shift gears to respond to the ever-changing needs of a fast-growing startup -- and this excites you!

You are a great oral and written communicator and can easily build and maintain authentic relationships with others. You use your passion and creativity to develop and deliver effective and compelling communications that share the mission and impact of ROX and you help cultivate excitement and support in others.

You are organized and detail oriented and can maintain excellent records of organizational contacts and donations. You are comfortable navigating and maintaining a donor database/fundraising platform and implementing a comprehensive donor experience/communications plan for friends of ROX.

You are passionate and caring and you deeply want to have a positive impact on the world. You have a voice and opinions, a great sense of humor and can flourish in an active work environment with others who work hard, laugh a lot, and commit to make the world better for girls.

You will be the key contact for the development functions of ROX and will interact with staff, board members and board committees, facilitators, donors and community members. You will write grants, proposals and requests for sponsorships and will work closely with the Director of Operations on special events, national initiatives, and grant tracking and reporting.

RESPONSIBILITIES

Your responsibilities will include, but are not limited to the following:

1. Securing Support for our Mission: Identify and secure funding opportunities for ROX via grant writing, sponsorship requests, social enterprise and other innovative strategies to garner support for programming and operations.
2. Tracking: Maintain all aspects of the digital donor database/fundraising platform (Kindful), track and record all donor activity and create and generate reports within the system to develop and implement an effective donor stewardship journey. Maintain appropriate records and work directly with the Director of Operations to reconcile gift records regularly.
3. Leading: Lead the ROX fundraising strategies and development committee focused on events and fundraising and assist in the planning, implementation and follow-through for all ROX fundraising activities and events.
4. Gratitude & Engagement: Cultivate authentic relationships by enthusiastically sharing ROX success stories and demonstrating genuine gratitude with donors and friends of ROX. Incorporate innovative and compelling strategies to create a unique ROX vibe for all who interact with the organization.

ABOUT ROX

ROX is a 501(c)3 non-profit organization that is focused on the health, safety, education, and empowerment of girls. Our mission is to equip girls with the knowledge and skills needed to live healthy, independent, productive, and violence-free lives.

We do this by delivering a 20-week evidence-based empowerment program for adolescent girls that focuses on team-building, healthy friendships and relationships, effective communication, dating and sexual violence prevention, body image, confidence and self-esteem, stress and coping, academic and career development, and leadership.

Our vision is to create generations of confident girls who can control their own relationships, experiences and decisions. We believe that we must simultaneously impact girls, educate and support the adult influencers in girls' lives, and improve the societal conditions that have the potential to negatively impact girls. We have a multifaceted approach to our work in order to have a substantive impact that is why we:

- Deliver evidence-based programming to girls.
- Educate teachers, counselors and administrators on issues impacting girls and on best-practices for educating and supporting girls.
- Help parents understand, support and connect with their daughters by delivering parent workshops and symposiums.
- Conduct ongoing research on the impact of our programming.
- Conduct national research on the larger population of diverse girls to inform local, regional and national programs and policies.

TO APPLY FOR THIS POSITION:

Please send us a note and let us know why you are a great fit for this job. We want to know about you, your education background, your relevant experiences and your passion for our work – beyond what is listed on your resume! Please send your resume and a letter describing why you'd be a great fit for ROX to info@rulingourexperiences.com with Development Manager in the subject.