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**Purpose, Parameters, Qualifications, Activities and Performance Indicators**

**for the position of**

# Development Associate

1. **PURPOSE OF POSITION:** The purpose of this position is to develop, coordinate, and execute RAMP’s fundraising through special events, donor solicitation and cultivation, and community outreach.

1. **POSITION PARAMETERS:** Reports directly to the Chief Operating Officer (COO)/Development Director (DD); Full-time; Full Benefits; Non-Exempt/Salaried; Travel and Expenses Reimbursed.

1. **MINIMUM QUALIFICATIONS:**
   1. Associates or bachelors degree in a field easily related to the responsibilities of the position;
   2. Knowledge of fundraising best practices and principles;
   3. Excellent written and verbal communication skills and the ability to present

information in a clear, concise manner;

* 1. Excellent interpersonal skills and the ability to work autonomously and effectively as a team player;
  2. Literacy in word processing and database management;
  3. Ability to handle multiple tasks while maintaining organization and meeting deadlines;
  4. Professional manner in dress and when interacting with others both inside and outside of the organization;
  5. Goal and task oriented;
  6. Personal experience and/or intimate knowledge of the Independent Living Philosophy;
  7. Reliable transportation.

1. **JOB ACTIVITIES AND PERFORMANCE INDICATORS:**

**A1. Plan and implement RAMP’s annual Special Events**

* Coordinate all aspects of RAMP’s special events, i.e. run, luncheon, golf outing, social events, conferences, etc.;
* Identify, recruit and grow potential and new sponsors and participants;
* Secure key community leaders to serve as volunteer committee members and work effectively with them;
* Coordinate logistics of all special events including mailings, social media, permits, set up, event implementation, clean up, follow up, etc.;
* Prepare and update progress reports to track event goals;
* Work with Marketing Coordinator to write, design, and implement marketing materials for special events;

**A2. Donor Solicitation, Cultivation, and Recognition**

* Identify and solicit potential donors through community presentations, meetings, direct phone calls, emails, mail, and social media.
* Provide effective communication with donors and sponsors to maintain strong relationships to ensure continued support.
* Develop and implement donor recognition strategies to thank donors for their support.

**A3. Assist COO/DD in ensuring the sustainability of RAMP’s financial future.**

* Assist in preparing strategy, goals, and objectives of fundraising and development aspects;
* Execute strategy to help ensure all financial milestones are met and increased annually;
* Provide written and general assistance to the COO/DD.

**A4. Reports/Administrative Responsibilities**

* Effectively communicate with COO/DD and county managers, and all staff/board, when appropriate, on progress of fundraising goals.
* Accurately and efficiently enter donor communication into donor database.
* Complete all required internal paperwork (timesheets, expense reports, goals, fundraising reports, etc.) in a timely and accurate manner.

**DISCLAIMER**

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

*RAMP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

*This statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

Revised: 2/2023