

RAMP Disability Resources and Services is seeking an enthusiastic and detail-oriented individual who is passionate about advancing access, inclusion, and independence for individuals with disabilities through community engagement and fundraising. The ideal candidate will be a motivated self-starter who enjoys building relationships, coordinating impactful events, and contributing to a mission-driven team. Candidates should demonstrate exceptional communication skills, creativity, and initiative in achieving fundraising goals and supporting RAMP's vision of an inclusive community for all.

What we are looking for in this position:

We are looking for someone who excels in the following skills and abilities:

- Organization & Event Coordination
- Donor and Sponsor Relationship Building
- Written and Verbal Communication
- Planning and Time Management
- Collaboration and Teamwork
- Attention to Detail
- Ability to Work Independently with Minimal Supervision
- Creativity and Forward Thinking
- Excellent Computer and Database Management Skills
- Consistent Follow-Through and Dependable Deadline Management

This position will spend a lot of time conducting the following activities:

- Planning, organizing, and executing RAMP's annual fundraising events
- Cultivating and maintaining donor and sponsor relationships through meetings, calls, and written communication
- Assisting with the development and submission of grant proposals and fundraising reports
- Collaborating with the Marketing Manager on event promotion and donor recognition materials
- Tracking fundraising progress, entering donor communication in databases, and maintaining accurate records
- Representing RAMP at community events, presentations, and outreach opportunities
- Supporting RAMP's mission by helping to sustain and grow the financial resources that make independent living possible

Job Location: Hybrid work opportunity! Home office is located in Rockford, with regular travel within our service area: Winnebago, Boone, DeKalb and Stephenson counties.

Starting salary range - based on experience: \$43,860 - \$47,368.

(Please note: each salary offer is determined by using a rating scale, which is based off the minimum salary of the range provided).

Job posting and to

apply: <https://recruiting.paylocity.com/recruiting/jobs/Details/3699514/REGIONAL-ACCESS-MOBILIZATION-PROJECT-INC/Development-Associate>