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# Example of Development Operations Job Description

Our company is looking for a development operations. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for development operations

* Produce tribute cards and gift reporting for honor/memorial designations
* Collaborate with the executive office on drafting specialized letters to distinguished donors and to obtain signatures for certain types of letters
* Update acknowledgement text on an as needed basis to ensure timeliness and accuracy of program descriptions
* Streamline the acknowledgement process through letter template revisions, Raiser’s Edge Fund and Campaign ID upkeep, and general problem solving
* Provide general support for data management in Raiser’s Edge and assist in general reporting as needed, including handling duplicate records
* Create and issue gift reports/queries for staff, lay leaders, and donors
* Assist other Development staff with Raiser’s Edge questions
* Oversee aspects of the organization's re-grant program
* Of an analytical mindset with a strong attention to detail and the ability to adapt to changing environments
* Able to demonstrate a track record of excellent communication skills and innovation working with Business Partners and other Developers, Quality Assurance and Production Support in a global, distributed team

## Qualifications for development operations

* Versions 200 through 2014
* Agile software development practices, , Scrum/Lean/Kanban/XP, TDD/BDD, CI/CD
* Working knowledge of tools in SCM (github, Jenkins, cvn)
* Strong Microsoft office skills – especially Excel and Power Point – with a desire to learn multiple
* Proactively builds relationships within the Infrastructure team the Application development team to ensure a cohesive collaborative relationship exists between the two teams
* Proficiency with Salesforce, Excel, and Keynote is preferred