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# Example of Specialist, Development Job Description

Our company is looking to fill the role of specialist, development. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for specialist, development

* Analyzing and interpreting data from multiple sources in order to ensure data quality across the donor database
* Importing new records and update donor information
* Communicating account issues to fundraisers and special database projects
* Aligned point of contact across the CCB for specialty areas
* Active role in managing implementation of core HR processes (performance management, talent management, promotion processes, ) for assigned client area
* Conduct research to identify potential development options or resources (internal or external resources
* 5 Key conversations & J&J performance management frameworks (20%)
* Deploy the 5 key conversations and J&J performance management framework across the Family of Companies – deliver manager and employee training to reinforce high quality conversations which drive employee engagement
* Monitor quality and delivery of 5 key conversations and provide feedback and improvement recommendations to business leaders and HR
* Provide administration and other support to ensure the successful deployment of the 5 key conversations

## Qualifications for specialist, development

* BA/BS degree and work experience in a relevant field
* Product demo and training experience required - experience as a teacher, mentor or coach preferred
* Ability to understand the customers needs
* Comfortable learning and utilizing web software tools (Google Apps, Salesforce)
* Exhibit adaptability and flexibility
* Establish close working connections to Workday Vitals team to understand global timelines, initiatives, communication plans and system/process changes