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

Responsibilities for development manager

- Process all in-house donor acknowledgements in a timely and efficient manner
- Maintain fundraising filing systems
- Assist in the planning and execution of fundraising events
- Oversee and train interns and provides guidance to junior department associates
- Assist the Director and Deputy Director of Development on various projects
- Responsible for leading, managing, and mentoring development team through EMC/Virtustream's agile development lifecycle
- Host weekly Domestic Embellishment calls to review current status of development, pending approvals for SMS/Bulk
- Some experience of Financial Services
- A passion for quality and the continuous improvement of processes and software and be well versed with software engineering practices
- A proven People Manager

Qualifications for development manager

- Fluent in Microsoft Office Suite and database management
- 2-3 years Project Management or Project Coordination experience
- Experience in building and maintaining application in a continuous integration and delivery development process a plus
- Ability to quickly master new technologies while maintaining performance

- Highly conversant in digital media, such as understanding best practices for websites, email, mobile content delivery, and ad serving
- 2+ years in a project management role within the software development industry