



# Example of Development Specialist Job Description

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

## Responsibilities for development specialist

- Serve as a donor contact and liaison to connect donors and prospects with major gift officers, coordinating the flow of information with other internal stakeholders, such as faculty, administrative staff, and department heads
- Schedule and coordinate logistics for appointments and meetings internal to Office of Gift Development, meetings with donors and stakeholders
- Provide general administrative support to the Office of Gift Development including event preparation, drafting and distributing correspondence, supporting mailings, data entry, research, and special project management as assigned
- Develop strategic plans and execution strategies for campus teams and programs for recruitment seasons
- Actively manage university recruiting budget for assigned schools and provide feedback and counsel to Executive Sponsor, Campus Champion and campus team members to ensure proper allocation and use of funds
- Train campus volunteers on branding, messaging, and processes for campus recruitment ensuring standardization and alignment to USUR common process
- Support the D&I ambition by offering and supporting flawless execution of programs on campus and at conferences to grow the D&I pipelines and strategy
- Ensure excellence in the logistics and operations of all campus events
- Actively participate in sourcing strategy meetings in support of the Business Partners client management and USUR value proposition

## Qualifications for development specialist

- Quick learner, ability to understand and bridge between business needs the underlying logic and data
- Practical experience in running and monitoring campaigns
- Experience working in Financial Services with an understanding of wealth and protection products in the Canadian marketplace
- Thorough understanding of ITIL processes Incident/Change/Release management methodologies
- Proven ability to work collaboratively within a cross-functional team environment
- Demonstration of exceptional verbal and written communication skills is required