Our innovative and growing company is hiring for a development specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for development specialist

- Maintain SVP's calendar, coordinate meetings & events
- Coordinate proper coding of invoices, maintain tracking system to keep SVP informed of charges/discrepancies
- Demonstrate the ability to maintain confidential information and hand multiple assignments with attention to detail
- Provide guidance to individuals on the Development team's reporting structure regarding division policies, procedures, practices, in order to resolve problems or determine appropriate course of action
- Assist with developing/revising departmental procedures and policies, and make recommendations for changes to existing process as needed
- Communicate with and provide direction to NED Admin
- Plans and implements strategic fundraising campaigns to build membership base and annual fund
- Builds strong relationships with current donors and use resources to strategically cultivate new members
- Following a defined outline to allow new agents to meet income goals
- Standardized action workshops to focus on revenue building activities

Qualifications for development specialist

- Bachelor's degree in computer science or equivalent experience and talent required
- The right candidate must have experience in HTML, CSS, Java and other

- Experience with ETL strategies & technologies and/or integration with SS&C Portfolio Account and Reporting system is required
- BA/BS in Mechanical, Electrical or Industrial Engineering and appropriate desirable experience (2 years) in Process or Manufacturing Engineering
- 5-7 years on the above mentioned skills in the below mentioned technical areas
- Strong understanding of Vignette Content Management system (V8.x (WEM))