



Example of Development Specialist Job Description

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Our growing company is hiring for a development specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for development specialist

- Provides accounting services to Development staff and other related parties
 - Analyze and research donor giving histories as required
 - Maintains gift, pledge, and supporting application data records through filing, retrieval, retention, storage, compilation, coding, updating, and purging
 - Initiates and responds to inquiries (oral and written) from divisional staff, business offices, and other institutional parties regarding gift and pledge transactions
 - Stimulate production through service and support to brokers by equipping brokers for client proposals
 - Educate and assist brokers on delivering and pursuing opportunities by promoting the use of HUBMasterworks, HUBCompass, HUBForce and HUBArchitect
 - Educate brokers on various carriers, respective products, and supporting brokers with product selection and positioning via the use of the carrier wholesaler networks
 - Build and enhance new and existing broker relationships
 - Serve as a key resource to our brokers by bringing value through upgrading product knowledge and recognizing opportunities for advanced market sales
 - Identify prospects, research, and analyze sales options in order to identify business opportunities for designated area of responsibility
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- OT VCM 8.0 with DPM library expertise
- Create and manage content for enterprise Internet, extranet or intranet applications
- Vignette Publishing and deployments
- Familiar with patterns concepts and architectural concepts.
- J2EE framework understanding.
- Experience of L&D processes