Development Manager Job Description

Job Overview

Here at TechIT, we are the leading company in our industry in the Capital City area. We're pleased to have a 3.8 Glassdoor rating from our employees. We are hiring an experienced Development Manager to help us keep growing. If you're dedicated and ambitious, TechIT is an excellent place to grow your career. Don't hesitate to apply.

Responsibilities for Development Manager

* Analyze and create project scope and milestones for several company initiatives
* Manage the handling and assigning of daily tasks within the company
* Hold regular meetings with all departments to ensure open communication and expectations throughout a project
* Address customer concerns in reference to products, services rendered or employee interactions
* Actively seek to resolve any concerns while adhering to the company policy and standards of behavior
* Ensure proper communication concerning changes in established milestones or challenges that may affect the outcome of a project's completion date
* Communicate and organize with team members to increase the company's outreach
* Strategize and plan fundraising events

Qualifications for Development Manager

* Experience organizing training initiatives for departments within the company
* Extensive knowledge of management theory and practical applications in the workplace
* Ability to communicate effectively with senior management and other departments
* Strong understanding of business goals and standards for customer service
* Instructional experience in a group business setting preferred
* Proficient using Microsoft Suite and other data entry software
* Experience working with non-profit or other businesses that rely heavily on donations and fundraising
* Basic understanding of marketing and marketing theories is preferred
* Ability to effectively organize and manage multiple company initiatives and encourage coworkers to do the same