



## MINISTRY DESCRIPTION

**Title:** Web Developer  
**Department:** Business Solutions  
**Reports to:** Executive Director - Business Solutions

**Schedule:** Regular, Full-time  
**FLSA:** Exempt

### Ministry Function:

The Web Developer supports the ministry of Convoy of Hope by building and shaping the user's experience at a Convoy website. The Web Developer utilizes their gifts in programming, technical expertise, troubleshooting and collaboration to create a positive website experience for both internal and external users.

### Essential Duties and Responsibilities:

1. Responsible for configuring and modifying websites, from layout to function based on the specified requests.
2. Collaborate with various stakeholders throughout projects to understand scope and goals for website needs and assure expected outcomes.
3. Troubleshoot issues quickly and stay current on emerging technologies, standards and trends.
4. Through the use of code, such as HTML or Javascript, bring a website or web application to life through testing, maintenance and updates throughout the lifecycle of the website.
5. Work with third party integrations and application programming interfaces currently being utilized by COH.
6. Proactively manage internal customer needs and success in a timely manner.
7. Thoroughly understand and capture departmental and workflow requirements and build web-based applications that solve unique, and sometimes, complex problems
8. Document workflow in a way that staff can easily be understood and trained to inexperienced users.
9. Understand security principles and how they apply to E-Commerce applications.
10. All other duties as assigned.

### Required Knowledge, Skills, and Abilities:

1. Bachelor's degree preferred; High School diploma or equivalent required.
2. 3+ years experience with web development.
3. Experience in planning and delivering software platforms used across multiple products and departments, including, Stripe (+ Stripe checkout), Salesforce, Zapier, Adobe Sign (formerly Echosign) and Gravity Forms.
4. Expertise with Salesforce.com highly preferred.
5. Strong working knowledge of WordPress theme development, along with fluency in the associated front-end and backend languages - specifically HTML, CSS, PHP, JS.
6. The proven ability to take layered design PSD's and turn them into workable, user and mobile friendly website pages and/or landing pages.
7. Working and functional knowledge of Adobe Photoshop, Illustrator, and InDesign preferred.
8. Working and functional knowledge of IT-related functions that are applicable to website development. For example, MySQL, setting up domains and servers, mail servers, and associated tasks. COH utilizes WP Engine as a server hosting platform.

9. Strong interpersonal communication skills - both verbally and in writing.
10. Ability to train and mentor staff on website utilization.
11. Serve as an advocate for the ministry, striving to nurture, broaden and develop financial and other resource opportunities to support and expand organizational and program ministry.
12. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
13. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Supervisory Responsibilities:** No supervisory responsibilities at this time.

Created: 08/29/18  
Revised: