



**TEXAS STATE HISTORICAL ASSOCIATION  
WEB DEVELOPER**

Reports to:	Digital Marketing Manager	Classification:	Exempt
Department:	Digital Gateway	Date:	April 24, 2017

**Summary:**

The Web Developer performs a variety web development duties supporting the organization’s operations under the direction of the Digital Marketing Manager.

**Duties Include:**

- Assists in design and development of websites, mobile/tablet applications, and digital marketing initiatives.
- Assists in maintaining public websites, back end applications, databases, and web-based resources as related to marketing.
- Consults other web developers to ensure all code is carefully documented and structured following common commenting procedures.
- Works with third parties such as web hosting, outside web development/design agencies, and online association partners.
- Conducts user acceptance testing, as appropriate.
- Maintains archives of web materials, changes and updates to ensure compliance requirements are met.
- Logs and implements change requests, as appropriate. Keeps staff informed of the status of their requests or other changes.
- Acts as a technical resource to troubleshoot escalated issues for association with regard to their area of the website and CMS.
- Adhere to all company policies, procedures and business ethics codes.
- Maintain strict adherence and compliance to all laws, rules, regulations, policies, procedures and internal controls specific to your role.

Preferred candidates will have Bachelor Degree in a relevant field of study (ie: Computer Science, Web Development, Engineering, Graphic Design, Liberal Arts, etc.); or minimum four years related experience and/or training; or equivalent combination of education and experience. Will have a minimum of five year experience in web development; both front-end and back-end. Working knowledge of nonprofit functions including membership cultivations and retention, special events and fundraising campaigns a plus. Must demonstrate writing, time management, communication and organizational skills. Experience with big data analysis and digital marketing a plus.

**Required Qualifications:**

- Ability to hand-code HTML/CSS, JavaScript.
- Knowledge of programming languages such as .php & .net
- Knowledge of relational databases such as MS SQL or MySQL.

- Experience with JSON/XML/RSS feeds.
- Knowledge of content management systems such as Drupal, WordPress and Magento.
- Knowledge of MVC frameworks (NodeJS, Angular)
- Knowledge of Adobe tools such as Photoshop.
- Experience with support ticket systems such as Asana, Slack or Zendesk.
- Advanced skills in Microsoft Excel
- Experience with Google digital marketing and media tools (Analytics, Webmaster, Custom Dimensions, Surveys, Tag Manager)
- Ability to work well under pressure, manage multiple projects and meet deadlines.
- Demonstrated problem solving ability using methodical reasoning and the ability to communicate effectively with all levels of staff.
- Ability and willingness to accommodate a flexible schedule; and to be on-call in the evening and on weekends, as business needs dictate.
- Excellent written, interpersonal and communication skills.  
Experience in digital marketing initiatives.
- Must have a valid driver's license.
- Ability to work in a team environment, meet deadlines and work on multiple tasks simultaneously.
- Professional demeanor.
- Must be able to occasionally lift and/or move up to 40 pounds.
- Enjoy working with people and contributing to a pleasant work environment.
- Must be a self-starter and be able to develop projects to further TSHA's mission.

### **Education**

- Bachelor Degree in a relevant field of study (ie: Computer Science, Web Development, Engineering, Graphic Design, Liberal Arts, etc.)
- Specialized Knowledge, Licenses, Certifications (Drupal), etc.

### **Compensation:**

Salary commensurate with experience. Benefits include medical, dental, 401(k), vacation and sick leave.

### **Work Hours:**

This is a full time, non-exempt position. Typical hours are between 8:00 AM-5:00 PM, Monday through Friday.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply for this position, please send your resume and cover letter to [Employment@TSHAonline.org](mailto:Employment@TSHAonline.org).