

Job title	<i>Web Developer</i>
Reports to	<i>Head of Development</i>

Job purpose

The Web Developer will be an integral member of the development and IT team and will be responsible for programming, implementing, and managing website internal systems and processes to ensure smooth and functional web presence within the eating disorders community. This position role is a critical resource in supporting a growing, donor-centric department. Reporting to the Head of Development, the responsibilities include full-stack programming to develop and maintain the organization's websites using Drupal, WordPress, and the Symfony web application framework.

The ideal candidate will have a proven track record of developing and implementing processes and systems to support departmental efficiency and growth. Excellent organizational, analytical, and communication skills and proficiency in operating multiple fundraising websites for nonprofits are required.

The ability to work well under pressure and manage multiple projects simultaneously is important to success in this role.

Duties and Responsibilities

- ✧ Develop and maintain several self-hosted websites built on Drupal 7, WordPress, and Symfony (PHP)
- ✧ Build responsive webpages using modern front-end development practices
- ✧ Work closely across departments to propose, plan, and facilitate web content changes
- ✧ Integrate with various commercial APIs to sync data across business platforms
- ✧ Keep all systems up to date, applying security patches and performing version migrations as needed
- ✧ Guide staff in using and troubleshooting user-side CMS and CRM features
- ✧ Assume other tasks as needed.

Qualifications

- ✧ Understands NEDA's mission and represent organization's values at all times.
- ✧ Bachelor's degree in computer science or equivalent
- ✧ At least 2 years of web development experience in the LAMP environment (Linux, Apache, MySQL, PHP)
- ✧ Experience administering websites built on Drupal, WordPress, or another CMS
- ✧ Strong knowledge of PHP, MySQL, and web application frameworks (e.g., Symfony)
- ✧ Ability to translate design ideas into responsive and accessible webpages using HTML, CSS and JavaScript
- ✧ Experience with software version control tools and practices (Git)
- ✧ Strong communication skills and ability to work independently
- ✧ Knowledge of Salesforce, Luminate Online, or similar nonprofit CRM platforms

Hours & Working Conditions

This position will be working under the standard office hours of 9-5pm. Most of the work will be remote in-home office with the occasional participation in NEDA events held outside of home office.

Essential Job Functions & Physical Requirements

Perform experience level tasks of a confidential nature. Communicates in a positive and effective manner with staff, and/or visitors. Other duties as assigned.

This position may require light lifting and moving of boxes, long hours sitting down, and long hours in front of a computer screen.

Direct reports

N/A
