

Software Developer

Classification: Exempt

Reports to: Director of Development

Effective Date: August 2026

JOB DESCRIPTION

Summary/Objective

The Developer supports the evolution, maintenance, and continuous improvement of the Group Travel Odyssey (GTO) platform. This role is responsible for building and modifying system features, developing workflow enhancements, maintaining integrations, and ensuring platform reliability and scalability.

The Developer works directly within Quickbase and utilizes modern programming languages, automation tools, and APIs to support company objectives. This position collaborates closely with the Director of Development and serves as a technical resource for the Sales team when advanced product expertise is required.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Development

The Developer is responsible for building, maintaining, and enhancing applications, workflows, and system functionality within the GTO platform. This role develops new features, modifies existing functionality, and ensures solutions align with business objectives and user requirements.

Quickbase Administration and Development

The Developer designs, configures, and maintains Quickbase applications, tables, relationships, forms, pipelines, automations, and workflows. This role ensures platform functionality remains efficient, reliable, and scalable while supporting evolving business processes.

API and Systems Integration

The Developer implements, maintains, and supports integrations between the GTO platform and external systems. This role works with APIs, data exchanges, and connected technologies to ensure accurate and reliable information flow across platforms.

Technical Support and Sales Collaboration

The Developer serves as a technical resource for the Sales team by assisting with product demonstrations, technical discussions, customer inquiries, and complex use-case evaluations. This role helps communicate technical capabilities and solutions to both technical and non-technical audiences.

Project Execution and Continuous Improvement

The Developer collaborates with the Director of Development to execute sprint priorities, complete assigned development projects, and support ongoing platform enhancements. This role participates in identifying opportunities for performance improvements, process optimization, and technical innovation.

Documentation and Code Quality

The Developer maintains clean, organized, and well-documented code while adhering to established development standards, testing procedures, and deployment protocols. This role contributes to technical documentation and knowledge-sharing practices that support long-term maintainability.

Competencies

The Developer must demonstrate strong technical expertise, analytical thinking, and the ability to collaborate effectively across departments while supporting business growth and platform innovation.

- **Technical Expertise:** Strong proficiency in Quickbase development, system configuration, workflow automation, and software development principles.
- **Programming Knowledge:** Experience with JavaScript, Python, SQL, or similar programming languages used to support system enhancements and integrations.
- **Problem Solving:** Ability to identify, troubleshoot, and resolve technical issues efficiently while maintaining platform stability.
- **Communication:** Ability to clearly explain technical concepts, system functionality, and solutions to both technical and non-technical stakeholders.
- **Collaboration:** Works effectively with leadership, Sales, Data Operations, and other departments to deliver technology solutions.

- **Attention to Detail:** Demonstrates accuracy and consistency when developing, testing, documenting, and deploying system changes.
- **Adaptability:** Thrives in a dynamic SaaS environment and responds effectively to changing business priorities and requirements.
- **Continuous Improvement:** Actively seeks opportunities to improve system performance, workflows, development practices, and user experiences.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Work Environment

This is a remote position. Work is primarily performed from a home office utilizing computer systems, communication platforms, and collaboration tools. The role regularly collaborates with internal team members, vendors, and stakeholders through virtual meetings and communications.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to communicate verbally and in writing, operate a computer and standard office equipment, and participate in virtual meetings. The employee may occasionally be required to travel and transport work-related materials weighing up to 20 pounds.

Position Type and Expected Hours of Work

This is a full-time, exempt position. Standard business hours are generally Monday through Friday; however, occasional evening or weekend work may be required to support deployments, system maintenance, issue resolution, or critical business needs.

Travel

Limited travel may be required for company meetings, training, conferences, vendor meetings, or other business-related activities.

Required Education and Experience

- Bachelor's degree in Computer Science, Information Systems, Software Engineering, or a related field, or equivalent combination of education and experience.
- Minimum of 3 years of experience in software development, application development, systems administration, or a related technical field.
- Hands-on experience developing and administering applications within Quickbase.
- Experience working with APIs, integrations, workflow automation, and data management solutions.
- Proficiency in JavaScript, Python, SQL, or similar programming languages.
- Experience supporting SaaS platforms and cloud-based technologies.
- Ability to communicate technical concepts effectively to non-technical stakeholders.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.