

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Development Assistant Director/1182**

Function and General Scope

Positions assigned to this class serve as the primary fund raiser for \$1,000-\$25,000 donors and are responsible for establishing the goals and objectives. This includes marketing, public relations, alumni and community relations and special events; planning and conducting studies/projects; assisting in establishing and administering policy, procedures and programs; planning and administering/conducting specific aspects of a development program; training and supervising staff and represents the University to internal and external constituents.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree and four (4) years of progressively responsible relevant experience, which includes eighteen (18) months of full-time fundraising experience which includes demonstrated success of face-to-face solicitation of gifts of \$1000 or more, mass market fundraising, event planning and management, donor stewardship, fund tracking and acknowledgements to donors OR comparable experience and one (1) year of managerial experience. Comparable experience totaling four (4) years of progressively responsible full time experience in sales, marketing, public relations or advancement experience which has involved direct face-to-face contact with clients, customers, prospective customers and members of the public may be substituted for the experience requirements. A Master's degree in a related field may be substituted for up to one (1) year of the required experience.