

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Development Coordinator/1181**

Function and General Scope

Positions assigned to this class are responsible for participating in and/or coordinating the development and implementation of fundraising activities to meet the unit's goals. Organizing, implementing and evaluating special events; performing public relations; solicitation of gifts and sponsorship from individuals and/or corporations; promoting establishment and maintenance of endowment and scholarship accounts; administering an alumni relations membership program; fostering membership program relationships; managing annual fundraising and special event programs and providing related support functions. Represents the University to internal and external constituents.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree and two (2) years of experience, which includes six (6) months of full-time experience in marketing, gift solicitation or public contact work with evidence of ability to work collaboratively, communicate effectively orally and in writing and organize and execute assignments. A Master's degree in a relevant field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.