

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Development Director Senior/1156**

Function and General Scope

Positions in this class establish the unit's fundraising goals, develop methods to accomplish those goals, and plan and conduct public contact programs designed to promote the public's understanding of the unit's activities and the cultivation of donors. Responsible for developing, implementing and administering the University's development efforts. This includes responsibility for fundraising, alumni relations, corporate and foundation relations, annual giving, special events and public relations. Positions function as key members of the Washington State University Foundation development team and supervise administrative, professional and support staff in a large complex organizational entity seeking to raise over two (2) million dollars annually. Represents the University to internal and external constituents.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree and seven (7) years of progressively responsible full-time professional fund raising experience which has involved at least five (5) years as a unit director and three (3) years in an institution of higher education or equivalent complex organization including demonstrated success in face-to-face solicitations of gifts of \$100,000 or more, evidence of development of significant successful proposals.