

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/1168**

Function and General Scope

Positions assigned to 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 directing, planning and administering development, public relations and related activities. Managing a separate budget and supervising staff. Represents the University to internal and external constituents.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree AND six (6) years of progressively responsible experience which includes three (3) years of full-time professional fund raising experience and at least two (2) years in an institution of higher education. Demonstrated success in proposal writing and submission, evidence of ability to plan and execute a fund drive (i.e. responsibility for a project from conception to realization), demonstrated success in face-to-face solicitations of gifts of \$25,000 or more OR comparable experience. Comparable experience includes six (6) years of progressively responsible full-time 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, program oversight and management, clearly defined goals and objectives and a demonstrated track record of success 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.