

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Development Prospect Strategist/1189**

**Function and General Scope**

Positions assigned to this class are responsible for overseeing the prospect identification and management process; which involves performing research, assessment, rating, and referral; and counseling university administrative and development officials in prospect outreach policies and procedures. Providing prospect background information, rate and refer prospects for contact by university administrative and development officials; developing and refining services to meet the needs of institutional advancement; assisting and consulting in evaluating the effectiveness of development programs; developing, documenting and implementing policies and procedures.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree and four (4) years of professional experience in prospect research for fund raising, which has included experience in collection, analysis and dissemination of research information or comparable experience and interpersonal relations with university employees, volunteers and members of the community. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.