

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Gift and Estate Planning Specialist/1190**

Function and General Scope

Positions assigned to this class are responsible for cultivation, solicitation and stewardship for planned gifts; responding to and following-up with potential bequest donors and/or their professional advisors and for developing opportunities for planned gifts of land.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree and three (3) years of major gift, planned giving, real estate law, land management or estate planning experience or any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.