

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Director of Development 2/ 1520**

**Function and General Scope**

The Director of Development 2 is responsible for supporting unit fundraising goals by planning and conducting outreach designed to promote constituent understanding of a unit's activities and research with the aim of cultivating donors and raising money. These efforts may include, but are not limited to annual giving, major gift development of \$25,000 or more, and planned gift identification and advancement. Extensive travel in Washington State, the Pacific Northwest and elsewhere is required. A Director of Development 2 manages a portfolio of approximately 150 donors, 5 -15 major gift pledges, opens/plans a minimum of 15 solicitations, and has an annual fundraising goal between \$250,000 and \$750,000.

**Classification Requirements (Minimum Qualifications)**

Bachelor's degree and three (3) years of progressively responsible relevant experience, which includes one year of full-time fundraising experience of successful face-to-face gift solicitation of \$50,000 or more, or equivalent experience; equivalent experience includes experience in sales; marketing; public relations; and/or advancement experience which has involved direct face-to-face contact with clients, customers, prospective customers and members of the public. A Master's degree in a related field may be substituted for up to one (1) year of the required experience.