

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 5/ 1523**

**Function and General Scope**

The Director of Development 5 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 5 manages a portfolio of 75 - 100 donors, 12 - 16 major gift pledges, opens/plans a minimum of 20 solicitations, and has an annual fundraising goal starting at \$2,000,000 or higher. The Director of Development 5 closes a third of their major gifts at \$250,000 or higher. Positions with at least 30% delegated strategic responsibilities for the college's/area's development unit separate from the responsibilities of the Director of Development Senior, serving as the second-in-command to the Director of Development Senior, may have a smaller donor portfolio with fundraising and major gifts more in line with a Director of Development 4.

**Classification Requirements (Minimum Qualifications)**

Bachelor's degree and six (6) years of progressively responsible relevant experience, which includes four (4) years of full-time fundraising experience, 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 \$50,000 or more OR comparable experience. Comparable experience includes progressively responsible full-time consultative sales in real estate, industrial equipment, vehicles, custom services, or bulk commodities, which include long term relationships between salespeople and clients, which includes negotiating the terms and conditions of individual sales with customers, program oversight and management, clearly defined goals and objectives, and a demonstrated track record of sales success. A Master's degree in a related field may be substituted for up to one (1) year of the required experience.