

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 1 / 1519**

**Function and General Scope**

The Director of Development 1 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, and planned gift identification and advancement. Extensive travel in Washington State, the Pacific Northwest and elsewhere is required. A Director of Development 1 qualifies approximately 100 prospective donors, opens a minimum of 100 solicitations, and meets a minimum annual fundraising goal of \$100,000.

**Classification Requirements (Minimum Qualifications)**

Bachelor's degree and two (2) years Advancement experience or comparable experience in sales, marketing, or public relations that has involved direct face-to-face contact with clients, customers, prospective customers, and/or 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.