

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 philanthropic gifts. 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 2 qualifies approximately 50 prospective donors, manages a portfolio of 50-100 donors, secures 5-15 major gifts or pledges, opens a minimum of 10 solicitations, and meets a minimum annual fundraising goal of \$250,000.

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 \$10,000 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.