Title: Assistant Director, UCATS

Pay Scale Group: 16

Essential Function
Under general supervision from a designated administrator, assist with fundraising activities.

Characteristic Duties
- Manage business functions of UCATS office.
- Maintain up-to-date records of pledges and payment.
- Act as liaison with UC Foundation of verify accuracy of records.
- Coordinate donor relations for tickets and parking.
- Coordinate donor priority designated assignments.
- Identify and solve donor problems.
- Assist with annual fundraising campaign.
- Perform related duties based on departmental need.

Minimum Qualifications
- Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in a related field.

Last updated: December 2008

An affirmative action/equal opportunity institution