



**Position:** Development and Communications Coordinator

**Location:** San Antonio, TX, & Kandalia, TX (as needed)

**Job Type:** Full-Time, Exempt

**Schedule:** Monday through Friday (occasional weekends and evenings as required)

**Website:** [www.wildlife-rescue.org](http://www.wildlife-rescue.org)

**Apply to:** [development@wildlife-rescue.org](mailto:development@wildlife-rescue.org)

**Description:** The Development and Communications Coordinator is a key member of the development department who assists in driving the mission and fundraising goals of Wildlife Rescue & Rehabilitation (WRR). The position will require the coordination of communications efforts, database management, donor appreciation activities, and event coordination. Reporting directly to the Director of Development, this role collaborates closely with all departments, donors and the community in which we serve.

**Key Responsibilities:**

**Communications Management:**

- Assists in creating and disseminating content across various communication platforms, including social media, email, and mail.
- Develops and manages a shared editorial calendar that coordinates content release across different platforms and audiences.
- Work with 3<sup>rd</sup> part vendors for print, mail, and digital design production.

**Event and Fundraising Coordination:**

- Supports the coordination and execution of fundraising events, presentations, and donor engagement activities.
- Assists in the implementation of fundraising strategies, including donor solicitation and stewardship efforts.
- Participates in the planning and delivery of donor appreciation initiatives.

**Donor Relations:**

- Assists in data entry related to donor preferences, solicitation methods, and donor tracking.
- Oversees acknowledgment processes for donations.

**Knowledge Base:**

- High School Diploma required, Bachelor's Degree in Communications, Marketing, Public Relations, or related field preferred.
- Proficiency with Microsoft Office Suite and experience with database management.
- Excellent written and communication skills.
- Basic graphic design experience.

**Compensation:** Salary range is \$37,000 - \$42,000 per annum, commensurate with experience, plus benefits (WRR will pay 55% of your monthly insurance premium). Selected candidates will be invited for an interview and may be requested to provide references, take a timed writing test, and provide writing samples with an emphasis on social media writing. Position open until filled.

Interested candidates should send a resume and cover letter (via email preferred) to:

[development@wildlife-rescue.org](mailto:development@wildlife-rescue.org) with Development and Communications Coordinator as the subject.

*Wildlife Rescue & Rehabilitation, Inc. is an Equal Opportunity Employer.*