



Position: Development Assistant

Location: Kendalia, TX (4 days a week) and San Antonio, TX (1 day a week)

Job Type: Hourly, Full-time, Non-exempt

Schedule: Monday through Friday; about three times a year will have to work weekends for events

Website: www.wildlife-rescue.org

Apply to: wrrapplication@wildlife-rescue.org

Mission: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 10,000 wild animals per year for rehabilitation and release; as well as providing permanent sanctuary for more than 600 resident non-releasable indigenous wildlife, non-native wildlife (large mammals, primates, reptiles, and birds) and farmed animals. Wildlife rescue is located on 212 acres in the beautiful Texas Hill Country, near Austin and San Antonio.

Primary Duties:

- Responsible for processing all income received by WRR, ensuring that all data is entered in a timely and accurate manner.
- Takes all cash deposits to the bank branch 1-2 times a week, based on need.
- Ensuring that gift acknowledgments are produced within two days of gifts being processed
- Maintaining records needed for annual audit
- Create and send out Thank You letters to donors on behalf of WRR.
- Assist with special mailings as needed.
- Assists in the procurement of images to use across all WRR communications and platforms
 - This includes photos around the WRR Sanctuary, at WRR events, and off-property during rescues and releases
- Responsible for making all donor related updates in all WRR systems (NCOA, Undeliverable lists, returned mail, Constant Contact email updates)
- Manages all WRR print and digital collateral
- Assists the Development Manager with preparation of annual appeals as well as newsletters, and related communications with members and the public.
- Other duties assigned by the Data Manager, Development Manager, Executive Director and/or Founder/President.

Requirements

- **Education:** High School Diploma/GED or comparable skill set obtained through experience.
- **Experience:** 3-5 years of administration experience, non-profit experience preferred; 2-3 years' experience in a customer service focused environment. Proficient knowledge of MS Office, Word, Excel etc.; Strong Math skills, 10-key by touch and proof reading.
- **Attendance:** Must maintain regular and acceptable attendance at such level as is determined in the employer's sole discretion.
- **Composure:** Ability to remain calm and maintain self-control in the midst of difficult circumstances and emergencies. Ability to respond in a professional manner in all situations.

- **Decision Making:** Ability to set work priorities and to evaluate and create solutions to work related problems. Ability to think analytically and evaluate the impact of contract terms; analyze capabilities and determine feasibility.
- **Organization:** Ability to keep various on-going projects organized. Requires good time management practices and the ability to meet multiple deadlines.
- **Technical:** Working knowledge of Administration, Development & Donor Cultivation
- **Computer:** Working knowledge MS Office; Word, Excel, PowerPoint. 40 WPM, Donor databases, Credit Card Processing software. Raiser's Edge Donor Database Knowledge is a plus.
- Knowledgeable about animal and environmental protection issues.

Compensation: \$20/hr. This position reports to Executive Director and is accountable to the Founder/President.

Persons interested in applying for this position should send a cover letter & resume to: wrrapplication@wildlife-rescue.org

By accepting this position, you agree to provide all necessary care even to species you do not feel "comfortable" with. At WRR we treat all animals equally regardless of the degree of comfort that staff may or may not have when working with certain species. In addition, if your personal feelings towards any species or individual animal are in any way negative, you are still required to speak of them with respect and to provide all necessary care.

WRR is an Equal Opportunity Employer.