



Position: Director of Administration

Location: Kendalia, TX

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

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

Job Type: Full-time, Monday through Friday (occasional evenings & weekends)

History: Established in 1977, Wildlife Rescue & Rehabilitation (WRR) receives over 7,000 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. The Roger and Phyllis Sherman Animal Care Complex (SACC) is located in north central San Antonio.

Description: The Director of Administration role is to oversee the day to day management of all administrative and operational aspects of the organization, i.e., accounting and finance, business operations, human resources, marketing, facilities, etc. reporting directly to the Chief Executive & Development Officer. One can expect to work 40 + hours per week, Monday-Friday, with weekends off, unless otherwise directed by the Chief Executive & Development Officer.

Position Duties and Responsibilities:

1. Administrative Duties:

- Monitors performance of contracted services
- Tracks risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
- In conjunction with the contracted IT provider, ensures proper functioning of the organization's technology, i.e., maintenance, updating information systems and infrastructure, including hardware and software etc.

2. Financial Oversight/Fundraising

- Monitors cash flow and income and expenses, to include coordination with the Director of Animal Operations on management of the animal care budget areas
- Works with external bookkeeping firm to ensure timely and accurate payroll, tax filing, accounts payable, and financial statements
- Prepares and analyzes financial statements in conjunction with the Chief Executive & Development Officer
- Assists in developing budgets and provides metrics for decision-making

3. Human Resource Management

- Acts as the WRR human resource manager and oversees administrative support staff
- Works with the Director of Animal Operations, the Chief Executive & Development Officer and the Founder/President on staffing animal related positions
- Ensures full and effective compliance with job descriptions and performance expectations
- Maintains current knowledge of federal and state employment and labor laws and regulations
- Ensures employee safety by enforcing all safety policies

#### 4. Property Management

- Track, schedule and follow up on maintenance, preventive maintenance, construction, and repair issues for all WRR properties
- Manage organization's rental properties
- Works in conjunction with the Chief Executive & Development Officer and Facilities Supervisor to ensure all facilities, grounds and equipment are inspected, clean and maintained for efficient use in their assigned purposes

#### Requirements:

- Education: Bachelor's degree in Business Administration or comparable skill set obtained through experience.
- Experience: 2-3 years administration experience, non-profit preferred; 3-5 years' experience in management.
- Skills: Advanced computer skills, proficient knowledge of MS Office, Word, Excel etc.; strong math skills, 10 key by touch and proof reading. Knowledgeable about animal and environmental protection issues. Exceptionally well-organized and detail-oriented; ability to prioritize multiple short-term assignments with tight deadlines and work independently, but as member of team. The ability to be innovative and have a proactive approach to solving problems and finding information.
- Attendance: Must maintain regular and acceptable attendance.

#### Compensation:

Salary is \$40,000-\$55,000 annually, plus benefits (WRR will pay 50% of your monthly insurance premium).

*Persons interested in applying for this position should send a resume, cover letter to (email preferred):*

Wildlife Rescue & Rehabilitation, Inc.  
Attn: Chief Executive & Development Officer  
P.O. Box 369  
Kendalia, TX 78027  
Email: [WRRapplication@wildlife-rescue.org](mailto:WRRapplication@wildlife-rescue.org)  
Phone: (830) 336-2725 x315  
Fax: (830) 336-3733