



Position: Grants & Development Manager

Location: San Antonio, 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.

Description: The Grants & Development Manager's role is to assist the Chief Executive & Development Officer (CE/DO) with leading and implementing all facets of Wildlife Rescue's fund development activities and ensuring their effectiveness. Activities will include grant research and writing, compliance reporting, special event planning and other development and administrative functions.

Position Duties and Responsibilities:

- Grant proposal research and preparation
- Gather information from various departments to help research and identify potential government, corporate, and foundation funders in relation to identified WRR needs.
- Coordinate the submission of reports and required documents to grant and contract agencies.
- Maintain an up-to-date and accurate tracking of reporting due dates, keeping relevant staff informed of upcoming deadlines and ensuring on-time and complete follow through on all grant applications and reports on awarded grants.
- Prepare and maintain grant records (grant files, internal/ external statistics), review complex documents, reports, etc. to ensure compliance with funding source regulations.
- Prepare periodic development reports for Chief Executive & Development Officer.
- Attend grant workshops/information meetings, in-person networking and community events that will establish and/or maintain positive relationships with funding sources.
- Assist in the direct cultivation of major prospects, including individuals and corporations.
- Special events: Planning, managing, and evaluating events and work with management on identification of new ones with potential for high returns.
- Other duties assigned by the Chief Executive & Development Officer and/or President/Founder.

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 development and grant writing.
- 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 \$35,000-\$50,000 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