



**Position:** Communications & Development Manager

**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)

**Job Location:** San Antonio, TX (3 days/wk.) & Kendalia, TX (2 days/wk.)

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

**Job Summary:** The primary duties of the Communications & Development Manager include community outreach through press releases, website updates and social media networks, marketing assistance through donor and volunteer collateral materials, and development assistance with events. This person in this position must be personable, creative, flexible, and highly organized, with excellent design, computer, writing, administrative, and communication skills.

This position works under the supervision of the Chief Executive & Development Officer and has the following responsibilities and duties (primary tasks are bolded):

- **Creative design of all WRR collateral, electronic and print materials;**
- **Coordination of WRR communication functions including publications, press releases, photographs, blogs, e-alerts, newsletters, social media (Facebook, Instagram, Twitter, etc.);**
- **Maintain website and update social media platforms weekly; research and manage other social media networks.**
- **Assist in writing, design and delivery of annual report**
- **Assist in the coordination of special events, fairs, presentations and donor engagement events;**
- Assist with event management; conduct event marketing and outreach.
- Assist with volunteer outreach; conduct volunteer-specific marketing.
- Advocacy regarding animal issues that arise from time to time; will write letters, seek media coverage, represent WRR in collaborative efforts, conduct research and prepare written documents in support of advocacy.

**Qualifications:**

- Minimum of Bachelor Degree in Communications, Marketing, Public Relations or related field.
- Preferred 3 years' nonprofit, development, marketing, advocacy, or public relations experience.
- Demonstrated experience with social media platforms and marketing techniques, including design and layout.
- Advanced computer skills including Microsoft Office Suite, Adobe Creative Suite, and WordPress or other web publishing platforms.
- Experience with publications management and possession of professional writing skills.
- Valid Driver's License and must have daily use of a vehicle.
- High attention to detail and ability to work with others to meet deadlines and achieve goals.
- Knowledgeable about animal and environmental protection issues.

The successful candidate must embrace the mission and values of Wildlife Rescue & Rehabilitation, including our belief that all animals — rare or common, regardless of species — are deserving of care, attention, and respect. WRR culture

requires staff to be comfortable with and empathize with animals (and people who rescue them) during stressful and emotional situations; use critical and independent thinking skills to connect with volunteers and donors who love and care about animals; and be able to multitask and manage work load efficiently with limited supervision at times. This person will understand that their work will be edited by others, and will be open to constructive criticism and collaborative work environment. An attitude of cooperation and teamwork is essential to success in this role.

**Additional Essential Knowledge, Skills and Abilities:**

1. **Communication:** Ability to communicate clearly and effectively via oral or written means. Ability to draft, review and produce well-written materials. Ability to make presentations.
2. **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.
3. **Decision Making:** Ability to set work priorities and to evaluate and create solutions to work related problems.
4. **Organization:** Ability to keep various on-going projects organized. Requires good time management practices and the ability to meet multiple deadlines.
5. **Reporting Relationships:** Accountable to Chief Executive & Development Officer

**Other Relationships:** Founder/President, Grants & Development Manager, Volunteer & Education Coordinator, the Public

**Compensation:** Salary range is \$40,000-\$55,000 annually, plus benefits (WRR will pay 55% of your monthly insurance premium). Candidates selected for interview will be requested to provide references and a portfolio of writing samples and graphic designs. Position open until filled.

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