



## WILDLIFE RESCUE & REHABILITATION, INC.

### JOB DESCRIPTION— Administrative & Development Coordinator

Position: Administrative & Development Coordinator

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 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 Administrative & Development Coordinator's role is to assist the Chief Executive & Development Officer with management of the development department and other relevant staff with fundraising administrative support and participating in fundraising activities. Activities can include, but are not limited to gift processing, donor research, stewardship, and special events. This role is flexible, and may involve any of the following responsibilities as well as additional tasks as required.

#### Essential Duties of the Job:

##### 1. Donor Database Data Entry and Acknowledgment

- a) Responsible for ensuring that all data is entered in a timely, accurate manner and that gifts are appropriately acknowledged.
- b) Ensuring that gift acknowledgments are produced within a specified timeframe
- c) Maintaining records needed for annual audit

##### 2. Ensuring Database Integrity

- a) Responsible for ensuring that the data records and donor database is clean and that it is able to meet all audit requirements.
- b) Conducting weekly/monthly audits of data entry to ensure accuracy
- c) Maintaining users and security settings for the system
- d) Producing or supporting verified month and year-end membership and development reports
- e) Reconciling gift deposits with bookkeeper at month and year-end
- f) Maintaining all integrations with other systems, such as online fundraising or general ledger

##### 3. Supporting Production of Complex Outputs

- a) Ensure the quality of all lists and reports for the department
- b) Supporting production of standard and custom reports
- c) Where needed, building custom reports for special projects
- d) Building queries and exports for complex mailing lists such as newsletters, memberships or direct mail appeals, and event invitations
- e) Creating and maintaining mail merge acknowledgment letters for acknowledgment of gifts
- f) Creating and maintaining merges for pledge reminders and event invoices
- g) Create and send out Thank You letters to donors on behalf of WRR

#### **4. Administrative Support**

- a) Will assist when needed with the enrollment of employee's health insurance benefits
- b) Will assist when needed with making sure mail is delivered and picked up daily
- c) Will assist when needed with Human Resources responsibilities such as:
  - Background Checks & Reference Checks
  - Workman's Compensation Claims

#### **5. External Responsibilities**

- a) Responsible for interactions with the vendor of our fundraising system as well as our bookkeeper to compile monthly financial reports
- b) Cultivate positive donor relationships
- c) Maintain knowledge of new developments and features of systems WRR utilizes

#### **Job Qualifications:**

**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.

#### **Essential Knowledge, Skills and Abilities**

1. **Communication:** Ability to communicate clearly and effectively via oral or written means. Ability to draft, review and produce contracts. 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. Ability to think analytically and evaluate the impact of contract terms; analyze capabilities and determine feasibility.
4. **Negotiation:** Ability to persuade and influence client in order to negotiate best contract terms. Ability to resolve disputes regarding contract fulfillment. Ability to present the organization in a professional manner in all negotiations.
5. **Organization:** Ability to keep various on-going projects organized. Requires good time management practices and the ability to meet multiple deadlines.
6. **Technical:** Working knowledge of Administration, Human Resources, Development and Donor Cultivation
7. **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.

**Reporting Relationships:** Accountable to Chief Executive & Development Officer

**Other Relationships:** Founder/President, Director of Administration, Development & Communications Manager, Internal Personnel, External Contacts, the Public

**Compensation:** Salary range is \$15/hr. - \$17/hr., plus benefits (WRR will pay 55% of your monthly insurance premium). Candidates selected for interview will be requested to provide references. Position open until filled.

**Persons interested in applying for this position should send a cover letter and resume 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