



Position: Director of Administration

Location: Kendalia and San Antonio, TX

Website: www.wildlife-rescue.org

Apply to: WRRapplication@wildlife-rescue.org

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

History: 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.

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, 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.

Primary 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
- Oversees payroll, including the timely processing of payroll through Execupay and verification of all staff work hours, in addition to updating employment records to include payroll deductions and benefit changes.
- Prepares all documents needed for yearly audits and acts as liaison with contracted accountant.
- 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 open positions

- Ensures all personnel and employment files (Insurance Files, I-9's, Mutual of America, and Workman's Comp Files & Claims) are updated & complete.
- 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
- Other duties assigned by the Chief Executive & Development Officer and Founder/President.

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. and strong math skills. 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). 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 & resume (email preferred):

Wildlife Rescue & Rehabilitation, Inc.
 Attn: Diana Reyes, CFRE, Chief Executive & Development Officer
 P.O. Box 369 | Kendalia, TX 78027
 Email: WRRapplication@wildlife-rescue.org
 Phone: (830) 336-2725, ext. 315 | Fax: (830) 336-3733

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