Position: Development Assistant
Location: San Antonio, TX (3-4 days/wk.) Kendalia, TX (possible 1 day/wk)
Job Type: Full-time, hourly, non-exempt
Schedule: Monday through Friday (occasional weekends and evenings)
Website: www.wildlife-rescue.org
Apply to: WRRapplication@wildlife-rescue.org

Description: The Development Assistant is responsible for assisting with WRR’s gift shop, inventory, development material organization, donor thank you cards, and to support WRR’s communications and development projects as needed. The Assistant will have daily tasks and responsibilities assigned to them to aid the Director of Development and Communications Manager in overall management of the Development Department.

Responsibilities:
- Assist with WRR’s communications associated with social media platforms.
- Assist in the coordination of special events, staff events, fundraisers, presentations, and donor engagement events.
- Aid in the publication and dissemination of WRR’s donor appreciation materials (thank you letters and notes, hand-written envelope addressing).
- Inventory WRR’s marketing materials, thank you cards, and other content templates.
- Assist with gift shop sales, inventory, shipping, and organization of merchandise.
- Assist in development and management of a shared editorial calendar.
- Data entry related to the solicitation methods and preferences related to donors.
- Other duties as assigned.

Knowledge Base:
- High School Diploma required, Bachelor’s Degree in Communications, Marketing, Public Relations or related field preferred.
- Proficiency with Microsoft Office Suite.
- Excellent written and communication skills.

Compensation: Salary range is $15.00 - $19.00 per hour, plus benefits (WRR will pay 55% of your monthly insurance premium). Candidates selected for interview will be requested to provide references, take a timed writing test and provide writing samples. The test will have a strong emphasis on social media writing. Position open until filled.

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

Wildlife Rescue & Rehabilitation, Inc.
Attn: Director of Administration
P.O. Box 369 Kendalia, TX 78027
Email: WRRapplication@wildlife-rescue.org
Phone: (830) 336-2725 x311 Fax: (830) 336-3733

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