



Position Announcement

Executive Administrative Manager

The Rob and Bessie Welder Wildlife Foundation is seeking an experienced and driven individual to support and manage administrative and financial operations. The Welder Wildlife Foundation (WWF) is a nonprofit organization providing wildlife conservation research and education in the context of a working 7,800-acre ranch located in San Patricio County, approximately 7 miles from Sinton, Texas.

The Executive Administrative Manager oversees administrative operations and coordinates the organization's financial processes, including bookkeeping and light HR support, to ensure smooth and efficient daily operations. Working closely with the Chief Executive Officer and a small staff team, this role maintains essential organizational systems, supports financial accuracy, and manages personnel processes with professionalism and discretion. The position requires strong organizational abilities, reliable judgment, and comfort managing a wide range of responsibilities in a small-team setting.

Administrative Operations

- Manages daily administrative functions and serves as the central point of contact for staff, visiting researchers, students, and partners.
- Coordinates calendars, meetings, travel, and logistics for the Chief Executive Officer and staff, including field-based activities and visiting groups.
- Maintains organized digital and physical filing systems for contracts, policies, research agreements, and institutional records.
- Prepares board meeting materials, including agendas, packets, minutes, and follow-up actions.
- Supports internal communication to ensure alignment across research, education, land stewardship, and administrative functions.
- Oversees office supplies, equipment needs, and basic facility coordination for the administrative building and housing facilities.

Bookkeeping & Financial Support

- Processes accounts payable and receivable with accurate coding and timely payments.
- Maintains financial records in QuickBooks, including data entry, reconciliations, and basic reporting.
- Assists with monthly and annual financial processes in collaboration with the Chief Executive Officer and external CPA.
- Prepares deposits, monitors petty cash, and supports budget tracking for programs, and operations.
- Provides documentation for audits, grant reporting, and financial reviews.
- Helps maintain organized financial files for grants, contracts, and restricted funds.

Human Resources Support

- Coordinates onboarding and offboarding for staff, interns, and student research fellows, including paperwork, orientation scheduling, and personnel file maintenance.
- Tracks employee leave, training records, certifications, and compliance documentation.
- Assists with payroll preparation by collecting and verifying timekeeping information and maintaining accurate employee records.
- Helps communicate HR policies, updates, and reminders to staff.
- Maintains confidentiality and supports compliance with employment regulations and organizational policies.

Executive Support

- Conducts research and gathers information to support planning, operations, and special projects or events.
- Assists with donor, partner, and stakeholder communications, including acknowledgments and event coordination.
- Supports logistics for visiting researchers, educational groups, and partner organizations as needed.

Qualifications

- Associate or bachelor's degree in business administration, accounting, nonprofit management, or a related field preferred. Equivalent experience in administrative management, bookkeeping, or nonprofit operations may substitute for formal education.
- Experience in administrative management, executive support, or nonprofit operations.
- Proficiency with QuickBooks, Microsoft Office, and cloud-based organizational tools.
- Strong organizational, communication, and problem-solving skills.
- Ability to maintain confidentiality and manage sensitive information with discretion.
- Familiarity with HR processes or payroll coordination preferred.
- Comfortable working in a small-team environment where roles are broad, collaborative, and mission-focused.

Working Style & Expectations

- Demonstrates professionalism, reliability, and a service-oriented mindset.
- Works well independently and in close collaboration with a small staff team.
- Adapts to shifting priorities and supports a mission-driven culture centered on conservation research, education, and land stewardship.
- Upholds organizational values and contributes to a positive, respectful workplace.

Salary and Benefits Package: \$45,000 - \$60,000, commensurate with experience. The Foundation offers an exceptional benefit package that includes group medical, prescription, vision, dental and life insurance. Minimum of twelve days paid vacation; paid sick leave and 10 paid holidays; 401K plan (including partial employer match).

Application Instructions: To apply, interested and qualified candidates should email the following materials:

1. Cover letter that includes a statement of interest and addresses the candidate's specific qualifications for the position.
2. Resume detailing relevant experience.
3. Contact information for at least three (3) professional references, including names, mailing addresses, phone numbers, and email addresses.

Please email all application materials to: Dr. Dale James, djames@welderwildlife.org

WELDER WILDLIFE FOUNDATION IS AN EQUAL OPPORTUNITY EMPLOYER

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