

Lions Tigers & Bears

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(619) 659-8078 | www.lionstigersandbears.org
Tax ID # 33-0938499



Position Title: Executive Assistant

Status: Full- or part-time as assigned/Non-Exempt

Reports to: Bobbi Brink – Founder, Director

Lions, Tigers & Bears (LTB) provides a safe haven for abused and abandoned exotic animals and serving as an educational forum to end the exotic animal trade. As a state and federally licensed 501(c)(3) nonprofit organization, we are an accredited sanctuary enabling the animals in our care to live out their lives with dignity, in a caring and safe environment.

Our Story

Situated on 140 acres outside of Alpine, California, on the edge of the Cleveland National Forest, Lions Tigers & Bears is an animal sanctuary for rescued big cats, bears and other exotic animals. Nestled in a scenic landscape of majestic oak trees, meadows, and rolling hills, our sanctuary offers an idyllic, natural habitat for more than 65+ animals who have been neglected and abused in captivity across the country. Each year our rescue team may travel thousands of miles to save abused, neglected and abandoned animals from around the country. We provide medical care and safe transport to an approved facility, or back to our ranch in Alpine, if we have habitat available. Open Tuesday through Saturday, 52 weeks a year, and with just 17 staff, we rely heavily on our 100+ amazing volunteers to make it all happen.

With over 14,000 visitors participating in our programs and tours each year, there is a heavy emphasis on educating the public about the abusive exotic animal trade and how we can all participate in protecting animals. As a young organization, we have major growth potential as we look to increase not only our number of annual visitors, but also our corporate events, weddings, retreats and other family gatherings hosted each year in this incredible natural environment.

Please visit <https://www.lionstigersandbears.org> to learn more about our organization.

Position Summary:

The Executive Assistant to the Founder/Director plays a vital role in ensuring the smooth and efficient operation of Lions Tigers & Bears. This position provides high-level administrative, logistical, and operational support to the Founder/Director, serving as a trusted partner in advancing the organization's mission and strategic objectives. The Executive Assistant will manage calendars,

coordinate meetings and events, handle sensitive communications, and support donor and sponsor relations, all while maintaining the highest level of professionalism and discretion. This is a dynamic, hands-on role requiring exceptional organizational skills, adaptability, and the ability to balance multiple priorities in a fast-paced environment. As a key representative of the organization, the Executive Assistant must share a passion for animal welfare and be committed to delivering exceptional service to donors, guests, and the community.

Key Duties and Responsibilities:

Administrative & Executive Support

- Provide high-quality administrative assistance to the Founder/Director, acting as a professional representative of the organization in all interactions.
- Manage, update, and maintain all organizational calendars, ensuring alignment of schedules across teams and departments.
- Monitor and organize the Founder/Director's email inbox, responding to or prioritizing correspondence as needed.
- Prepare meeting agendas, take accurate minutes, and ensure timely distribution and follow-up on action items.
- Keep an ongoing daily journal and organize employee notes for the Director's reference.
- Prioritize multiple projects to ensure deadlines are met and tasks move forward efficiently.
- Track and follow up on the Director's commitments, ensuring timely completion of tasks.
- Draft, proofread, and send correspondence, letters, and follow-up emails for various programs, projects, and donor relations.
- Maintain confidentiality of all proprietary and sensitive organizational information.
- Maintain both digital and physical filing systems for easy access to important documents.

Event & Donor Relations Support

- Assist with planning, logistics, and execution of fundraising and awareness events, including setup, guest service, breakdown, and post-event follow-up.
- Serve donors, dignitaries, and special guests during meetings and luncheons, ensuring a welcoming and professional experience.
- Maintain updated records of donor and VIP preferences, history, and follow-up needs.

- Support the execution of the annual development plan/strategy to increase sponsorships for key events.
- Coordinate with PR & Marketing teams for Founder-related press, interviews, and public speaking engagements.
- Assist with Volunteer Rewards Program and Sanctuary Passes.
- Handle donations to other charities as needed.

Travel, Rescue, & Meeting Logistics

- Book and coordinate travel arrangements, including hotels, airlines, rental cars, and meeting spaces.
- Map mileage for rescues, travel, and other organizational needs.
- Prepare detailed itineraries and logistics plans for rescues, including lodging, meals, and contingency planning.
- Assist with White Oak Retreat inspections, check-ins, and pre-arrival preparations.

Financial & Reporting Duties

- Track expenditure receipts and prepare financial reports as required.
- Maintain logs for petty cash, incoming checks, and cash donations.
- Assist with daily sales reporting.
- Perform bank deposits and other financial errands as requested.

Organizational Operations & Office Management

- Maintain a clean, organized, and always stocked office environment.
- Keep the upstairs office tidy and ready for guests.
- Perform general cleaning duties as needed, including care for the office cats and litter box maintenance.
- Create and update Standard Operating Procedures (SOPs) for various job functions.
- Crosstrain in multiple roles to develop a strong understanding of all sanctuary operations.

- Work collaboratively as part of the team to support the organization's strategic fundraising and operational goals.

Skills & Qualifications

- Strong organizational skills with the ability to multitask in a fast-paced environment.
- Excellent verbal and written communication skills.
- Strong attention to detail and problem-solving abilities.
- Good working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and ability to quickly learn other software tools.
- Professional demeanor, discretion, and the ability to handle confidential information.
- Respond to phone calls quickly and efficiently.
- Flexible, adaptable, and able to take on new tasks as organizational needs evolve.

Qualifications:

- Must have a passion for animal welfare, with the ability and willingness to educate, inspire, and compel action in support of LTB's mission and strategic objectives.
- Strong interpersonal skills with the ability to work effectively in a team environment.
- Bachelor's degree and/or a minimum of four years' experience in an Executive Assistant role required.
- Demonstrated experience implementing best practices, reviewing and creating complex documents, and streamlining tasks for efficiency.
- Advanced computer skills with high proficiency in Microsoft Office Suite (Excel, Word, Outlook) required.
- Experience with data entry, database management, and familiarity with DonorPerfect donor database is a plus.
- **Must be flexible and able to respond to multiple demands in a fast-paced environment where priorities can shift daily.**
- **Ability to adapt quickly, maintain focus, and anticipate next steps.**
- **Must be a people-oriented, "big picture" thinker.**
- **Ability to commit to a varied schedule, including early mornings, late nights, and weekends.**
- **Must be willing to assist with all events and donor-related functions as required.**

Working Conditions & Physical Requirements

- Must be able to lift 30 lbs. and operate standard office equipment such as computers, copiers, phones, and related tools.
- May work in inclement weather, including extreme heat or cold, depending on the season.
- Must be able to navigate rough terrain, walk long distances, climb stairs, and move around the ranch frequently.

Please note: This is a dynamic role, and responsibilities may evolve as organizational needs change.