



# Animal Welfare Institute

900 PENNSYLVANIA AVENUE, SE, WASHINGTON, DC 20003 · 202-337-2332 · AWIONLINE.ORG

## Website Administrator

**\$65,000-\$82,500+** per year to start, plus generous benefits  
Permanent, Full-Time | Washington, DC Based Preferred, Open to Remote  
Expected Start: Fall 2024

The Animal Welfare Institute – a DC-based national advocacy organization dedicated to alleviating animal suffering caused by people – seeks to hire a Website Administrator who shares our vision of a world where no animal suffers because of humans.

**About AWI:** Working at AWI, you will join more than 30 highly motivated staff and consultants working in our headquarters in Washington, DC, and remotely across the United States and Canada. For 73 years, we have advanced our mission through strategically crafted political and legal advocacy, educational programs, litigation, research, and engagement with policymakers, scientists, industry, educators, other NGOs, the media, and the public. We are a national nonprofit organization dedicating more than 90 percent of our budget to programs and campaigns that protect animals everywhere: in agriculture, in commerce, in our homes and communities, in research, and in the wild. AWI is committed to fostering diversity, equity, and inclusion, and creating a culture that values differences and where all employees thrive.

**Why this position matters:** AWI's Website Administrator is responsible for managing web development projects and maintenance for AWI's websites. Working with a graphic designer and content expert, their duties include implementing website pages with custom layouts and functionality, troubleshooting website issues, designing and developing websites for special campaigns and coalitions, and overseeing external web development work. The Administrator also provides website analytics, creates contact forms and surveys, and manages online donation functionality. The person who fills this important position has a passion for AWI's mission and a demonstrated commitment to preventing animal suffering and protecting wildlife from extinction, as well as a commitment to the highest standards of professional conduct.

### You could be our next Website Administrator if you:

- Have 5+ years of progressive workplace-based experience in web development, website administration, or a related field
- Have experience in a detail-oriented position that required high-level organizational skills and project management
- Are an expert in HTML and CSS, with basic knowledge of JavaScript and CSS preprocessors like SASS
- Have experience working with Drupal and Wordpress websites
- Are a strong problem solver who is willing to research solutions and learn new skills when needed
- Are a thorough reviewer and tester of new website features and updates to ensure proper functionality and display across all major browsers/devices
- Can communicate equally well with both technical and nontechnical audiences
- Are knowledgeable about responsive web design and good user experience
- Can execute a designer's mockups and direction with precision and thoughtfulness to create beautiful and responsive webpages
- Have familiarity with SEO best practices
- Have experience using and implementing Google Analytics
- Can follow directions, take initiative, and successfully context switch
- Can work under pressure, work independently and on a team, meet deadlines, and simultaneously manage multiple projects

## What you'll be doing:

Your core work will be centered on website creation and maintenance:

- Build/update/maintain microsites (both in WordPress and static HTML websites) and main site website pages (in Drupal) with special layouts or functionality
- Implement website design updates
- Oversee external development work, including providing clear project direction/requirements orally and in writing, reviewing/testing work, and documenting issues/bugs
- Create contact forms/applications/surveys through AWI's Drupal website and Jotform
- Update content in databases through website CSV imports and in Airtable
- Manage donation functionality on the website
- Troubleshoot website issues, perform broken link audit
- Monitor website log reports, coordinate website security with Cloudflare and external vendors
- Manage DNS records and registrations for domains owned by AWI
- Liaise with web hosting vendors
- Provide website traffic analytics reports
- Occasionally code custom email templates in platforms such as Mailchimp
- Provide basic email account administration for a small number of microsite email addresses

While your work is mainly in the front-end developer lane, to round out your position you will also need to provide additional design support **or** additional back-end development. For whichever additional skills you don't bring, you will serve as the liaison with the person or vendor who does. Please identify which additional skills you bring in your cover letter.

**Job Location:** While we will consider exceptional candidates who want to work remotely elsewhere in the United States, it is preferred that the Website Administrator work out of AWI's DC office (located in a row of converted townhouses one block from the Eastern Market Metro) on a regular basis.

**Salary and Benefits:** The annual starting salary range is \$65,000-\$82,500. Salary is based on experience, qualifications, skills, and internal equity. A starting salary above this range is possible for a candidate who brings additional back-end development experience. The hiring range maximum is reserved for candidates with the highest qualifications and relevant experience.

We offer an excellent benefits package, including:

- 100% employer-paid medical, dental, and vision insurance
- Paid time-off that includes 3 weeks vacation, 3 weeks sick leave, 5 personal days, and 12 paid holidays
- 401(k) with employer match of 5% of employee's salary
- 12 weeks of paid parental leave following childbirth or adoption
- Support for mental wellness, including CareFirst Wellness and an Employee Assistance Program
- 100% employer-paid short-term and long-term disability benefits
- Access to reduced-rate pet insurance payable through payroll deductions
- Resources to attend conferences and professional development trainings
- A dog-friendly DC office, on-site parking, and access to DC Metro SmartBenefits program

## How to apply:

- **Cover letter:** 2-3 paragraphs in an email (not attached but written in the body of the email) telling us why you're interested in this position, why you are qualified, and why you want to be a part of the AWI team. Make sure to give us a sense of the level of responsibility, complexity, and creativity of the work you have engaged in – and what additional skills you bring (e.g. design or back-end).
- **Resume:** Attach a resume.
- **Email:** Send materials to [jobs@awionline.org](mailto:jobs@awionline.org) with **Website Administrator** in the subject line.
- **Timing:** First round of interviews will be taken from applications received by **September 2**. We will continue to accept and review applications received as needed. The position will remain open until filled.

AWI is an equal opportunity employer. We are committed to employment practices that provide equal opportunities for all persons without regard to age, gender, race, color, national origin, ethnicity, sexual orientation, gender identity, disability, or any other characteristic protected by federal or state law. We are committed to advancing diversity, equity, and inclusion within our organization, and encourage applications from candidates whose identities have been historically under-represented in the animal welfare movement.