



## NASHVILLE Regional Development Consultant

Frankie's Friends Pet Charitable Foundation ([www.frankiesfriends.com](http://www.frankiesfriends.com)) raises public support to find cures and save pets with cancer and other treatable diseases. Frankie's Friends provides funding in regions of the United States in which money is raised for (means-tested) families who cannot afford treatment costs.

The development consultant will create, implement and evaluate development programs that support the Frankie's Friends mission and will represent Frankie's Friends with regional donors, prospective donors, primary care and specialty/emergency veterinarians, Blue Pearl Veterinary Partners employees, and the media. The consultant must have outstanding organizational, verbal and writing skills.

Experience 5-7 years of development experience including stewardship, major gifts and annual giving management, special event planning, and volunteer management

Education Bachelor's degree

### Expectations

1. Develop and steward donor relationships and make in-person visits to donors and potential supporters, as appropriate.
2. Assist volunteers to raise money for Frankie's Friends through special events with guidance, materials and supplies.
3. Utilize social media to promote giving to Frankie's Friends.
  - (a) Draft content and use online design template for Frankie's Friends e-newsletter; beginning Q3 2012, distribute monthly to regional audience.
  - (b) Draft regional content for the Frankie's Friends website, including editing thank-you letters and photos for publication on the website; manage regional Facebook and Twitter accounts.
4. Maintain appropriate records and acknowledge gifts.
  - (a) Record gifts in the database
  - (b) Draft acknowledgement letters and assure donations are acknowledged in a timely manner in accordance with Frankie's Friends policies.
  - (c) Maintain electronic copies of all foundation correspondence.
5. Create electronic photo albums of regional Frankie's Friends grant recipients for donors and participating hospitals using family-provided thank-you notes and photos.
6. Communicate with veterinarians and team members at hospitals using Frankie's Friends funds regarding projects and successes.
7. Communicate funding guidelines and provide internal and external options to pet families seeking assistance.

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