



**ADMINISTRATOR
POSTING
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WHO WE ARE

The Niagara Frontier Veterinary Society's **Pet Emergency Fund** is a 501(c)(3) established in 1999 to assist pet owners in need with financial assistance to address emergency and life-altering situations. The PEF operates within Erie and Niagara counties in Western New York and is funded entirely by charitable contributions raised through our network of 75+ veterinary clinics, individual supporters, public events, fundraisers and bequests. The all volunteer PEF board is dedicated to the mission and includes directors with backgrounds in veterinary care, sales, not for profit management, legal, business and communications.

OPPORTUNITY OVERVIEW

We are seeking an independent contractor to support the organization's day to day administration starting approximately July 1, 2022. Compensation will be in the range of \$2,000 to \$2,500 a month depending on skills and experience. The PEF is seeking a consultant/vendor who can partner with the board and liaison with the participating veterinary clinics, supporters and the general public.

DESCRIPTION OF WORK

The PEF is seeking qualifications from consultants/vendors who have the skills and experience to address the responsibilities below.

General, including:

- Manage and respond to phone and email inquiries
- Process incoming mail
- Prepare for monthly board meetings and record meeting minutes

Donations, including:

- Maintain donor database
- Acknowledge donations with personalized responses.

Accounting, including:

- Work with Treasurer to manage banking/investment accounts
- Prepare and distribute monthly/quarterly reports
- Work with PEF accountants for NYS and IRS tax filings

Hospital Interactions, including:

- Manage veterinary clinic accounts, including donations and disbursements

Marketing and Promotion, including:

- Administer hospital fundraising activities
- Oversee annual appeal
- Coordinate with veterinary clinics on promotional materials and fulfill orders
- Coordinate event participation with PEF directors and volunteers.

QUALIFICATIONS/ELIGIBILITY REQUIREMENTS

- Demonstrates a passion for and commitment to the agency mission
- Experience managing and organizing data, financial management and donor relations.
- Strong organizational skills with the ability to prioritize and multitask
- Ability to problem solve and make decisions
- Familiarity with Word and Excel
- Excellent oral, written and interpersonal communication skills
- Strong professional approach, and ability to build productive relationships
- Models and practices sensitivity, fair treatment, and acceptance of diversity in all interactions
- Exhibits integrity and adherence to ethical and professional standards
- Availability during business hours
- Familiarity with the WNY Veterinary community is a plus but not required.

SUBMISSION INFORMATION

Please send a letter of interest and resume to the President of the Pet Emergency Fund at timmotterson@yahoo.com by May 20, 2022. Submissions will be considered on a rolling basis. We will contact you regarding next steps.