

RESUME

Frances Collins
101 El Cerrito Circle – San Antonio, Texas 78232
fcollins444@yahoo.com
210-854-4145

Accomplished executive with experience in management, human resources, profit and loss management, strategic positioning, client/membership development, customer service, special event production and coordination. Results oriented manager with proven success in strategic thinking and problem solving.

The Bulverde Food Pantry

2010-Present

Currently serving as the Director of Development for the Bulverde Food Pantry. Responsible for proper delivery of services to clients and case management. Assesses and determines needs of clients in the demographic area served for proper delivery of services. Responsible for fundraising, grant writing, special events, volunteer coordination, donor relations, media relations, community involvement and development in Kendall and Comal counties.

SimpleSolutions

2008-Present

Currently working on several projects for the Methodist Church including venue development, legacy campaign, building fund research and development. Representing clients in the Kerrville, Fredericksburg and Bulverde areas in media relations, fundraising, client development, community involvement and special events.

The Greater San Antonio Chamber of Commerce

1990-2008

Served as Executive Vice President of The Greater San Antonio Chamber of Commerce representing over 2,000 businesses in the San Antonio area. Managed the day-to-day operations of The Chamber and its 32 member professional staff. Overall responsibility for membership, human resources, special events and resource development.

PROFESSIONAL ASSOCIATIONS

**The Greater San Antonio Chamber of Commerce
San Antonio Women's Chamber of Commerce
Bulverde/Spring Branch Chamber of Commerce
Texas Non-Profit Association**

COMMUNITY INVOLVEMENT

Bulverde/Spring Branch Library – “Friends of the Library” handling Volunteer Coordination and Management and Special Events/Author’s Luncheon.

Bulverde/Spring Branch Chamber of Commerce – Helping to form a Marketing Council with special emphasis on social media. A member of the Ambassador’s team calling on new businesses to the area. Serve on the “Taste of the Hill Country” Committee and the “Market Days” Task Force.

Bulverde Food Pantry – Currently consulting on community involvement issues and developing fundraising opportunities. Recently handled a 5K Run which raised \$20,000 on a first-time event. Latest project is a Music Festival in conjunction with seven area churches to raise money for the Bulverde Food Pantry.

United Way of Comal County – Just completed the United Way applications for seven 501c3 organizations in the Bulverde/Spring Branch area.

Bulverde United Methodist Church – Currently developing fundraising opportunities to help offset building fund debt. Serve as Chairman of the Finance Committee. In that role managed the upgrading of software and financial statements to create a transparent financial climate. Serves as Treasurer of the United Methodist Women organization and the area representative to World Mission project. Consulting on a legacy project and the development of the property as a wedding venue.

City of Bulverde – Served on the Jubilee celebration committee and the “Bulverde Lighting” event.

REFERENCES

Joe Krier, President, The Krier Consulting Group, jkrier@swbell.com, 210-367-3644

Tullos Wells, Bracewell & Giuliani Law Firm, Tullos.Wells@bglp.com, 210-226-1067