

# The Non-Profit Assistance Group

**Diane Brown**

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## WORKSHOPS

### Boards

- ▶ Roles and Responsibilities of Board Members
- ▶ Board Fundraising: 100% Giving and 100% Participation
- ▶ Ten Tips for Better Board Meetings
- ▶ Recruit Your Dream Board
- ▶ How to Build a Strong Executive Director – Board Partnership
- ▶ Successful Executive Director Board Partnerships
- ▶ Who Does What? Clarify Your Board – Staff Roles
- ▶ What's Working (or Not?): Board Self-Assessment
- ▶ How to Avoid Board Burnout
- ▶ Focus the Board on the Big Picture
- ▶ How to be an Extraordinary Board Member

### Fundraising/Resource Development

- ▶ Fundraising 101
- ▶ Fundraising for Small Nonprofits
- ▶ Marketing and Public Relations for Nonprofits 101
- ▶ Board Fundraising: 100% Giving and 100% Participation
- ▶ Ten Board Members x \$500 =
- ▶ Donor Motivation: Why Would Donors Give to You?
- ▶ How to Reach Baby Boomer Donors
- ▶ Not All Donors Look Alike: How to Reach Hispanic, or Women or Young Donors
- ▶ It's Not About Your Needs: Donor-Focused Fundraising
- ▶ How Do I Get to Carnegie Hall? Practice Makes Perfect: Asking for Money
- ▶ How to Write a Great Fundraising Letter
- ▶ How to Write Your Holiday Fundraising Letter
- ▶ Will They Open It? Will They Read It? A Direct Mail Critique Clinic
- ▶ How Do You Get Them to Open the Envelope?
- ▶ Are You Ready for a Capital Campaign?
- ▶ Capital Campaign 101
- ▶ Stalking the In-Kind Donation
- ▶ Financial Sustainability: Create a Realistic Fund Development Plan

- ▶ Get Off the Special Events Treadmill
- ▶ 13 Most Neglected Fundraising Strategies
- ▶ Give Your Current Donors a Reason to Upgrade
- ▶ How to Fundraise Without Any Fundraising Staff

## **Proposal Writing / Research**

- ▶ Grantwriting 101
- ▶ How to Conduct a Grant Prospect Search
- ▶ Proposal Critique Clinic

## **Organizational Development**

- ▶ Dynamic Retreats
- ▶ Ten Tips for Better Board Meetings
- ▶ Organized Abandonment: How to Set Priorities
- ▶ Facilitation 101
- ▶ Moving from Robert's Rules of Order to Roberta's Rules
- ▶ Meaningful Icebreakers and Teambuilding Games
- ▶ Pain-free Revision of your Mission Statement
- ▶ How to Build and Manage Successful Coalitions
- ▶ Mergers, Alliances, Collaborations and other Cooperative Strategies

## **Human Resources**

- ▶ How to Work Smarter, Not Harder
- ▶ Supervision 101
- ▶ How to Evaluate Your Executive Director
- ▶ Recruit and Hire Your Next Executive Director
- ▶ Mission-Related Team Building
- ▶ Moving from Personnel Reviews to Performance Plans
- ▶ How to Put a New Spark into the Same Old Job
- ▶ Is Nonprofit Graduate School Right for You?

## **Planning and Evaluation**

- ▶ Strategic Planning 101
- ▶ Strategic Planning on a Shoestring
- ▶ Realistic Annual Goals
- ▶ Goals Need Action Plans
- ▶ Are We There Yet? Monitor Your Goal Progress
- ▶ How to Conduct Focus Groups
- ▶ Are Your Clients Satisfied? How to Collect and Use Feedback

## **Volunteer Management**

- ▶ Volunteer Management 101
- ▶ Attract the Best Volunteers to Your Organization
- ▶ How to Deal with Difficult Volunteers

## **Legal Issues**

- ▶ Update Your Bylaws
- ▶ How to Start a Non-Profit Organization
- ▶ How to Comply with the California Nonprofit Integrity Act

## **Stump the Consultant**

- ▶ Question and Answer Sessions (for any of the areas listed above)
  
- ▶ BYOP: Bring Your Own Problem Brainstorming Clinic  
Facilitation of peer problemsolving discussion

**Other workshops** can be developed upon request. Contact Diane Brown at [DianeB100@aol.com](mailto:DianeB100@aol.com) or call 707-823-2927.