



# Capital Campaign Readiness Checklist

## Board of Directors

- BOARD SUPPORT
- UNDERSTAND PROCESS
- STRONG CONNECTIONS
- FULL APPROVAL
- POSITIVE STAFF RELATIONSHIPS

## Structure

- STRONG CASE FOR SUPPORT
- UPDATED STRATEGIC PLAN
- CAPITAL PROJECTIONS AND BUDGET

## Fundraising

- MAJOR GIFT PROGRAM
- CAMPAIGN LEADERSHIP POTENTIAL
- LARGE POOL OF POTENTIAL DONORS
- DEVELOPMENT STAFF
- DONOR MANAGEMENT SOFTWARE
- FUNDS TO STAFF THE CAMPAIGN 8-10% OF TOTAL GOAL

## Volunteers

- COMMUNITY LEADERSHIP
- POTENTIAL CAMPAIGN LEADERSHIP
- CAPACITY TO GIVE

## External Impacts

- POSITIVE IMAGE IN THE COMMUNITY
- CONFIDENCE IN THE ORGANIZATION
- POSITIVE FUNDRAISING ENVIRONMENT





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# DEARBORN TOY LIBRARY BOARD OF DIRECTORS

THE DEARBORN TOY LIBRARY CARES FOR OUR EARTH & COMMUNITY WHILE ENCOURAGING CHILDREN TO PLAY, GROW, & LEARN.

01

## MEETING A MONTH

Board Members commit to One Meeting a Month that will last no more than 1.5 hours.

02

## TERMS

Board Members initially commit to two terms of one year each.

03

## FORMS OF SUPPORT

Board Members commit to supporting the organization financially through personal donations, recruiting donors, and recruiting families for library memberships.

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# Grant Readiness Checklist

- MISSION STATEMENT
- STRATEGIC PLAN
- ANNUAL REPORT
- CASE STATEMENT
- CURRENT YEAR ORGANIZATIONAL BUDGET
- PREVIOUS YEAR ORGANIZATIONAL BUDGET
- PROGRAM BUDGET
- FINANCIAL REVIEW
- AUDIT
- IRS LETTER OF DETERMINATION
- IRS 990
- BOARD LIST

# FOUR TYPES OF CONFLICT THAT ARISE WITH STAKEHOLDERS AND HOW TO RESOLVE THEM

Working with external stakeholders is essential for effective nonprofit management. You cannot run a thriving organization without collaborative partners, period. Examples of stakeholders include funders, state & local governments, other nonprofits, and business connections. Every single nonprofit organization works with external stakeholders; in fact, to incorporate, you must work with the Internal Revenue Service and your local and state governments. Managing relationships with those stakeholders is a balance that sometimes leads to conflict. Competing agendas or territorialism get in the way and leave the participating parties retreating to their camps. For this reason (and let's face it, MANY other reasons), as a nonprofit leader, it is helpful to understand how to manage conflict.

One lens for managing conflict is to understand the conflict drivers. The Program for the Advancement of Research on Conflict and Collaboration at the Maxwell School: Syracuse University teaches there are four main conflict drivers that all conflicts fall under- Structural, Interest, Cognitive, & Emotional.

## **Structural**

These are conflicts derive from the inequities of structures. An example of structural conflict is the fight over busing practices in relation to segregation. Structural conflict interventions include revolution or redistribution of power.

## **Interest**

These conflicts arise from competing interests. For example, your organization's landlord wants to lock down the building where your office is located each night at 6 pm. However, your nonprofit offers parenting workshops after work hours for your clients' convenience. Interest-based conflicts require negotiation for resolution.

## **Cognitive**

Cognitive conflicts stem from differing beliefs. I believe X, and you think Y. An example of cognitive conflict includes the debate about global warming. To resolve cognitive disputes, both parties must engage in a learning process from one another.

## **Emotional**

Emotional conflicts stem from feelings like fear, grief, or embarrassment. An example of emotional conflict is a dog rescue operating in a city whose government bans Pitbulls due to the fear of their breed. Emotional conflicts resolve with education, acknowledgment, or forgiveness.

Viewing disputes with stakeholders through the lens of conflict drivers helps to evaluate the root causes of conflict and determine a course of resolution. It is important to note that disputes are often complicated, and will contain varying levels of each of these drivers. However, determining the predominate driver and resolution tactic will help you to manage relationships with stakeholders more efficiently. Spark Group Consulting is trained in conflict resolution and is available to help you manage conflicts that arise in your organizations if you are interested in learning more contact Spark Group today.

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# SAMPLE BOARD INVITATION SCRIPT

**Dear (Prospective Board Member's Name):**

I am (writing/calling) because we are in the process of recruiting Board Members at XYZ Organization and your name came up as someone with the skills and talents that we are looking for to help us achieve our mission. I love being a Board Member with XYZ because *(Pitch - What are the benefits to this advisory board member? Mention aspects that for which the individual may be interested.)*

XYZ builds community and supports youth and adults to prepare for meaningful employment and service. Being a member of XYZ's Board provides you with a unique opportunity to be a part of offering quality-of-life programming like a free store, community garden, computer lab, home repair services, summer camps, and work days.

XYZ is a dynamic organization and needs the support and input of people with your experience and insight. The main purpose of the RBI Board of Directors is to keep track of the big picture of the organization's goals and strategies and to fund raise or "Friendraise" by helping RBI to increase its network of stakeholders and volunteers.

We are specifically looking for individuals who can help connect us to the community, fund raise, and/or assist with program development. Your name came us as someone who may be willing to help us (connect to the community needs/fund raise/develop programs) Board of Director meetings will be held monthly for approximately an hour and a half and can be attended in person or by phone. We are looking for individuals who would be able to commit to the board for three years.

Thank you for taking the time to read this email and consider being a part of the XYZ Board of Directors. As you consider this invitation, I am available to discuss any questions you may have. You can reach me by phone at (phone number) or via email at (email address).

**Sincerely,**  
**Name**

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# Start-up Nonprofit Business Plan Outline

- Executive Summary
- Mission & Vision
- Goals & Objectives
- Operation Plan
- Project Timeline
- External Analysis
- Marketing Plan
- Projected Budget
- Evaluation Plan