

District 8 Nonprofit Academy Cohort II

Strengthening Nonprofit Performance and Resilience

South Dade Government Center, 10710 SW 211th St., Suite 104

All workshops are from 6:00-9:00 p.m.

Capacity Building--Increasing Nonprofits' Access to Education, Resources, and a Supportive Network

The District 8 Nonprofit Academy provides vital training and resources to nonprofits that engage in a combination of service, civic engagement and advocacy. The Academy gives nonprofits the tools and information they need to increase organizational capacity, meet performance standards, and build resilience during uncertain times. The Academy will feature hands-on, interactive workshops which will be facilitated by leading experts in the field.

Curriculum

Resource Development

Facilitator: Holly Woodbury, Nonprofit Resource Development Coach, *Collective Strategies Group*

Date: Wednesday, October 4, 2017 6:00 p.m. – 9:00 p.m.

Cultivating Donor Relationships

- Current state of giving
- Building relationships
- Writing your case for support

Date: Wednesday, October 11, 2017 6:00 p.m. – 9:00 p.m.

Making the Ask

- Creating a fund development plan
- Making the ask

Date: Wednesday, October 18, 2017 6:00 p.m. – 9:00 p.m.

Leveraging Non-Cash Resources:

- Non-cash resources
- In-kind resources
- Partnerships
- Volunteer management

Fiscal Management

Facilitator: Roxanne Ortiz, CPA, *Ortiz Financial Solutions*

Date: Wednesday, October 25, 2017 6:00 p.m. – 9:00 p.m.

7 Habits of Financially Effective Organizations

- 2 weeks prior to the session, facilitator will ask all participants to introduce their organization and answer 5 questions about the scope of their current financial management practices and annual budget. This allows the facilitator to be better acquainted with the range of organizations participating in the workshop.
- Facilitator will then provide a case study of an organization to examine different financial management practices and some pitfalls that can lead to potential financial problems.
- Covers financial accountability and organizational controls.
- Participants break into groups after the case study presentation and discuss their organization's financial management practices.
- Interested organizations can sign-up for individual financial coaching. The Nonprofit Academy will cover the cost of the first 2 hours of individual coaching for interested agencies (valued at \$150 per hour for in-person agency consultations).

Program Monitoring and Evaluation

Facilitator: Dr. Catherine Raymond, *Raymond Consulting, Inc.*

Date: Wednesday, November 1, 2017, 6:00 p.m. – 9:00 p.m.

Part I

Introduce each step of the evaluation process

- Determine the context for the evaluation
- Describe the program
- Develop the evaluation plan
- Collect and manage data
- Analyze data and interpret the results
- Communicate the results (meet periodically to discuss results, create reports, etc.)
- Make program modifications, as needed

Date: Wednesday, November 8, 2017, 6:00 p.m. – 9:00 p.m.

Part II

Using an evaluation plan template provided by the facilitator, guide participants in creating an evaluation plan for one of their programs or services.

Civic Engagement and Community Mobilization

Facilitator: Diana Marie Lee, Principal & Founder, *Sweet Livity LLC*

Date: Wednesday, November 29, 2017, 6:00 p.m. – 9:00 p.m.

- Understand the difference between advocacy and lobbying
- Learn how and where to get the facts to support an advocacy campaign
- Learn how to organize support for an advocacy campaign
- Learn how to define the problem and make an advocacy plan
- Communicate a clear and compelling story of what is wrong and what should be done
- Discover new resources for affecting policy change

Best Practices of Effective Boards

Facilitator: Linda Schotthoefer, Director of Community Initiatives, *United Way of Miami-Dade*

Date: Wednesday, December 6, 2017 6:00 p.m. – 9:00 p.m.

Part I

- Board responsibilities
- Board member expectations
- Committee structure
- Bylaws
- At the closing of first session Linda will provide a “board binder manual” for participants
- The purpose of the board manual will be for participants to take it home and evaluate how their organization matches up to “best practices” models

Date: Wednesday, December 13, 2017 6:00 p.m. – 9:00 p.m.

Part II

- The second session will be interactive and participants will break out into groups
- Each organization will discuss where their organization matches up or falls short of meeting a best practice model
- Each organization will discuss how they could modify their current board to model best practices, while customizing their practices to fit their organization’s stage of development
- These activities will chart a course of action to present to and engage their board

Communications Strategy

Facilitator: TBD

Date: January 13, 2018, 9:00 a.m. – 4:00 p.m.

Funders' Forum

Networking event for graduates of the Nonprofit Academy Cohort II and local philanthropic foundations and other funding entities.

Date: January 24, 2018, 5:30 p.m. – 9:00 p.m.

Eligibility Criteria to Enroll in the Nonprofit Academy Cohort II

- Copy of IRS 501c3 Determination Letter
- Copy of most recent 990 or 990EZ as required by federal regulations
- Verification of current Florida Department of Agriculture and Consumer Services Solicitation of Contribution Registration
- Copy of current operating budget with indication of organization's fiscal year
- List of Board of Directors with titles and contact information
- Must be in operation for at least two years
- Must have a minimum annual operating budget of \$150,000
- Must submit name of one member of the executive staff from the organization who:
 - Has worked full-time with the agency for a minimum of one year
 - Will attend all sessions

Please contact **Steff Solovei** or **Rahel Weldeyesus** at 305-378-6677 to learn more.

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