

Service Offerings for Nonprofits with Operating Budgets less than \$500,000

Strategic Refocus

Whether you have a full strategic plan or a simple outline of priorities, we can help you evaluate and adjust your plan to set your organization on a course for success:

Process

Deliverables

Recruit Strategic Refocus Task Force

Typically, 2-3 board members; 2-3 staff leaders

Collect and Review Materials

Share current strategic plan and/or organizational goals as well as programs and fundraising activities
(with description, clients served/participation, budget)

Armstrong McGuire develops data collection template using information above

Survey Task Force

Send data collection template to Task Force to for input

Armstrong McGuire aggregates responses

Survey Results Aggregated and Analyzed with key questions framed for discussion

Facilitate Discussion

Armstrong McGuire facilitates Task Force discussion (generally 2-3 hours in 1 session or 2) about survey results to find consensus about the best paths forward

Develop Recommended Goals from Task Force Consensus

Finalize Goals, Plans, and Budgets to be Shared with Board

The Task Force takes the lead to update program and development opportunities and budget
Develop sunset plans if needed

Review revised strategies and budget offering input before plan is shared with the full Board for approval

Cost: \$2,800 12-14 hours of work

Service Offerings for Nonprofits with Operating Budgets less than \$500,000

Fundraising Effectiveness

How effective are your fundraising efforts? Let our team analyze your fundraising effectiveness and provide data-driven solutions to enhance your fundraising program.

Process

Deliverables

Collect and Review Materials

Armstrong McGuire provides a checklist of development related materials and policies to understand the current strategies and function of the development team

Complete Fundraising Effectiveness Workbook

Includes totals raised per fundraising program; cost of staff time and other expenses per program
Also includes top donors, donor retention

Analysis of ROI of each fundraising program; dependency quotient; donor retention and attrition rates

Adjust or Outline Development Plan

Specific Development Strategies to Add, Remove or Adjust with target audiences and timelines

Share Plan with Leadership (Staff and Board)

Facilitated Discussion of Revised Plan

Cost: \$2,500 10-12 hours of work

Service Offerings for Nonprofits with Operating Budgets less than \$500,000

Search Support

Let us help you maximize your next hiring opportunity.

Option 1

Process

Job Description and Desired Attributes Shared

Armstrong McGuire meets with the hiring manager to understand the key skills, experiences, and attributes required to maximize the hiring opportunity

Casting the Recruitment Net

Armstrong McGuire promotes the opportunity and recommends posting sites that are most likely to attract the candidates that match your profile.

Deliverables

Position Profile

Job description transformed into a recruitment tool that can be shared with candidates and recruitment sources.

Access to our network of candidates and recruitment sources

Profile promoted through our listserv and promoted through our social media

Online Posting Sites Recommended and Posted Upon Approval *(client pays cost)*

Cost: \$1,700 6-7 hours of work

Option 2

Process

All Options Outlined Above

AM Receives All Resumes Through Its Online Portal

AM Actively Recruits for the Position

AM Vets and Screens Candidates

Deliverables

All items listed in Option 1, plus:

Position listed on the Armstrong McGuire website and posted free of charge on multiple job recruitment sites

Direct Outreach to Potential Candidates and Referral Sources within the AM network

5-7 Qualified Candidates screened and shared with client for consideration

Cost: \$4,800 20-22 hours of work

If the initial applicant pool does not produce a qualified candidate and a second round of candidate recruiting and vetting is requested, Armstrong McGuire will bill an additional \$3,500 to identify and screen a second slate of candidate.

Service Offerings for Nonprofits with Operating Budgets less than \$500,000

Board Development

Many Board members are well intentioned, but not well informed about their roles. Armstrong McGuire can help your Board maximize its effectiveness.

Process

Conversation with the Executive Committee

Goal is to understand the pressure points for the Board and where the Board most needs support

Collect and Review Materials; Conduct Board Survey

Outline Path to Effective Governance

Facilitate Board Discussion and Present the Outline and Conduct Training on a Specific element i.e. Role of the Board or the Art of the Ask

Deliverables

Outline of Board Needs

Armstrong McGuire provides a checklist of materials that includes Board member job description, by-laws, board policies, etc.

Survey Results Aggregated and Analyzed with key questions framed for discussion

Written recommendations provided to the Board Chair at the completion of our review.

Provide sample policies that the Board should adopt; outline a board recruitment and onboarding strategy; other specific recommendations as needed

90-minute training session

Armstrong McGuire facilitates shares survey results at a scheduled or called board meeting, offering relevant recommendations for consideration

Cost: \$2,500 12-14 hours of work