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Each simple guide offers a clear overview of all the information one needs to know about a particular topic, making learning something new easy, accessible, practical and affordable.

Expert advice for creating a successful nonprofit Do you dream of starting your very own organization that promotes a mission and provides assistance to a meaningful cause? In this volatile and unpredictable economy, you'll require more than a good idea and committed volunteers to find success. The Everything® Nonprofit Toolkit with CD is the ultimate guide you'll need to plan carefully, set realistic goals, and create sustainable financing for your nonprofit. Featuring essential and up-to-the-minute information on how to: Develop a business plan that works Understand the federal and state laws for nonprofits Secure funding and investors Create a board of directors and a mission statement Publicize and advertise through social media Navigate tax laws, personnel issues, and daily operations Nonprofit advisor Jim Goettler guides you through the process from beginning to end, even providing a new, proven case study that's a living example of nonprofit success. Complete with a CD chock-full of every tax, budget, and incorporation document that a nonprofit needs, plus the latest information on Form 990 reporting, The Everything® Nonprofit Toolkit with CD will take your dream of a nonprofit to reality. PLEASE NOTE: The ebook version of this title does NOT include a CD.

Your Hands-On Membership Toolkit To be successful, social change organizations require support from both dedicated partners in the community and individuals who need organizations to speak and act for them. Smart organizations create a win-win situation by building membership programs that engage individuals in social change and assure long-term financial success for their organization. Successful membership programs provide individuals with valuable services, a place in a community, and advocates who work on their behalf. In return, members provide organizations with volunteers, expertise, credibility, future leadership, political clout, word-of-mouth support, financial assistance, and a team of readily available loyalists. Step by step, The Nonprofit Membership Toolkit shows how to create, manage, and sustain a dynamic membership program that will help a social change organization thrive. Written for both new and well-established organizations, this book is grounded in proven marketing techniques. It gives managers and executive directors the information and tools needed to understand their current members and attract new ones, and it walks organizations through the process of linking program goals with membership goals. The Nonprofit Membership Toolkit includes a wealth of illustrative examples and sample membership publications. Schedules for typical membership tasks keep organizations on track, and the easily reproducible worksheets and checklists and the companion Web site help readers design a program that can be adapted to meet the unique needs of their individual organization. The Nonprofit Membership Toolkit will help executive directors, development directors, staff and board members, and other volunteers involve the community, build program effectiveness, and diversify and strengthen their organization ' s funding base.

A successful nonprofit organization needs more than a good idea and enthusiastic volunteers. It needs careful planning, realistic goals, and sustainable financing. With The Everything Guide to Starting and Running a Nonprofit with CD, nonprofit advisor Jim Goettler walks you through each step of the process. Learn how to take an idea from a grassroots group to a federally recognized nonprofit organization. This book features information on: The differences and similarities between organizations and corporations Forming the initial board of directors and filing incorporation documents Attracting the best volunteers and staff members Using publicity and community outreach to raise

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money Turning a for-profit organization into a nonprofit one A bonus CD includes sample documents needed for any new nonprofit: articles of incorporation, bylaws, budgets, and IRS nonprofit status applications and instructions. With these tools, you'll be able to turn your dreams and passions into a thriving nonprofit organization.

A hands-on resource that shows nonprofits how to adopt entrepreneurial behaviors and techniques The rising spirit of social entrepreneurship has created all kinds of new opportunities for nonprofit organizations. But at the same time, many are discovering more than their share of challenges as well. This essential book will help anyone in the field gain the necessary skills to meet these challenges. Written by the leading thinkers and practitioners in the field, *Enterprising Nonprofits* offers concise and engaging explanations of the most successful business tools being used by nonprofits today. The authors clearly describe all the concepts so you'll be able to embrace the methods of social enterprise for your organization. With this book, you'll learn how to use practical business techniques to dramatically improve the performance of your nonprofit. Praise for *Enterprising Nonprofits* "I can't imagine a better team to bring powerful insights and practical guidance to social entrepreneurs. Readers will be inspired by the examples, and then they will roll up their sleeves to apply the many useful management tools in this engaging book."-Rosabeth Moss Kanter, Harvard Business School, Author of *Evolve!: Succeeding in the Digital Culture of Tomorrow* "In one book, *Enterprising Nonprofits* does for social entrepreneurs what countless volumes have done for entrepreneurs in the business sector. A wonderful mixture of analysis, practical advice, and inspiration."-Paul Brest, President, William and Flora Hewlett Foundation All of the royalties from this book will be used by the Ewing Marion Kauffman Foundation to support continuing work on social entrepreneurship.

Expert Tools and Techniques for Managing Funded Programs and Keeping the Grant Money Flowing in As anyone with a history in nonprofit management knows, a grant recipient ' s job is far from over once the check is cut. That ' s just when the real work begins. Especially now, when funders are taking a more active role in seeing that their money makes the desired impact, it is vitally important to the future of your mission that the programs under your stewardship succeed, beyond even your own expectations. Grant Winner ' s Toolkit can help make that happen. Based on their own experiences and the experiences of hundreds of nonprofit managers nationwide, authors James Quick and Cheryl New provide expert advice and guidance on managing every aspect of your funded projects with the consummate professionalism demanded by your funders—from the drafting of strategies and action plans to the drawing up of budgets, from staff recruitment and team building, all the way through to the writing of the next grant proposal. They also arm you with an extensive arsenal of forms, checklists, time sheets, practice exercises, and other valuable tools that will help you to successfully: Organize and manage a grantseeking initiative Write comprehensive action plans Develop winning project strategies Develop realistic budgets Find, hire, and manage qualified team members Manage all key project resources Evaluate project efficacy Implement and maintain a policy of continual program improvement Replicate programs The enclosed disk contains customizable forms covering all aspects of project management that make it easy for you and your team to put the methods described in the book to work in your organization. For more information about the Polaris Corporation visit www.polarisgrantscentral.net www.wiley.com/nonprofit

Everything you need to know about building a successful, world-class consulting practice Whether you are a veteran consultant or new to

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the industry, an entrepreneur or the principal of a small firm, The Consulting Bible tells you absolutely everything you need to know to create and expand a seven-figure independent or boutique consulting practice. Expert author Alan Weiss, who coaches consultants globally and has written more books on solo consulting than anyone in history, shares his expertise comprehensively. Learn and appreciate the origins and evolution of the consulting profession Launch your practice or firm and propel it to top performance Implement your consulting strategies in public and private organizations, large or small, global or domestic Select from the widest variety of consulting methodologies Achieve lasting success in your professional career and personal goals The author is recognized as "one of the most highly regarded independent consultants in America" by the New York Post and "a worldwide expert in executive education" by Success Magazine Whether you're just starting out or looking for the latest trends in modern practice, The Consulting Bible gives you an unparalleled toolset to build a thriving consultancy.

ADVANCE PRAISE FOR Grantseeker's Toolkit. "For most worthy nonprofits to fulfill their missions, passion and dedication are simply not enough. Securing financial resources requires that 'the case' for support be made in a clear and persuasive fashion. Beyond their skill in winning grants, New and Quick also know how to effectively coach others, in a conversational, step-by-step manner, to do the same!"--Dr. Janice B. Yost President Mary Black Foundation, Inc. "Grantseeker's Toolkit is an outstanding and comprehensive reference document for the grantseeker and writer. Cheryl and James have created a valuable resource for both the novice and the experienced grantseeker/writer."--Marlene L. Ritter Unit Head, Leadership Development Office of Quality Educators Louisiana Department of Education. "Grantseeker's Toolkit is a breath of fresh air. This book should provide a recipe for community-based organizations and small universities that have spent thousands of dollars hiring writers to develop proposals. Several copies of this book should be on file in the business or grants office of every community-based organization and community college or university. Cheryl and Jim should be commended for developing this tool."--Arlene A. Granderson, M.P.H. Director of Operations, Office of Rural Health Policy Department of Health and Human Services, Rockville, MD. "Grantseeker's Toolkit is a very valuable resource on the complex process of grant development. It will be useful for all grantseeking groups or individuals. Mr. Quick and Ms. New's advice and direction is useful across the full range of grant proposal development, from the simplest grants to the most complex."--Geraldine Ritter Director, Grants Administration Wake County Public School System, North Carolina. ON THE DISK The enclosed disk contains forms and exercises that help you develop the skills you need to design grant proposals customized to fit both your organization's needs and your potential funder's requirements.

Every aspect of your organization may be changing to virtual platforms. It is even probable many of the innovative virtual solutions will continue far beyond the current disaster climate because of their convenience and reduced cost. Nimble, virtually focused nonprofits have discovered better ways to outsource many functions. Virtual meetings, training and even conferences have required an entirely new set of facilitation and technology skills, all impacting your budget. In this toolkit we will examine the lessons learned from field-tested strategies, specifically related to virtual platforms in all aspects of the core elements of a successful nonprofit. We look at three merging types of volunteers and the challenges and important considerations for each: high capacity, virtual and disabled people. We will challenge you to rethink every aspect of what you do in this necessary, exciting virtual world, and motivate you to move to a nimbler, virtual organization, incorporating our recommended strategies.

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Nonprofits leaders are optimistic by nature: they believe with time, energy, smarts, strategy and sheer will, they can change the world. But too many cooks, not enough money, an abundance of passion, can make you feel there are too many obstacles to overcome. Garry shows you how to build a powerhouse board, create an impressive and sustainable fundraising program, renew your passion for your mission and organization, and become a bigger difference in the world.

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