



NonprofitsFirst

EDUCATION NEWSLETTER



DOWNLOADING TRANSACTIONS INTO QUICKBOOKS FROM YOUR BANK

Presenter: Quickbooks Made Easy

October 8, 2019

2:00 pm - 3:30 pm

Registration 

In this must-see session, we will cover:

- How to connect your bank and credit card accounts to your QuickBooks
- Downloading of transactions for free
- Pointing downloaded transactions to account, programs and grants
- Creating "rules" in QuickBooks so that the downloaded transactions are preassigned to the correct categories
- Matching downloaded transactions that have already been entered manually to avoid double entry
- Matching downloaded deposits (bank accounts only) to existing items in QuickBooks
- Your questions

Members: \$69.00

Non-members: \$99.00



STRATEGIC PLANNING & PERFORMANCE MONITORING (Program Outcomes)

Presenter: Paul R. Hamaty

October 10, 2019

9:00 am - 11:00 am

This 2-hour course provides an introduction to strategic planning and performance monitoring so you can apply these concepts to achieve maximum impact of your programs. You will learn the components of a strategic plan, create "SMART" goals, understand how to develop appropriate metrics for your agency, and identify best practices. Participants will also have the opportunity to work with the consultant to develop "SMART" goals and metrics.

Registration 

Members: \$90

Nonmembers: \$150



LEARNING LAB: EXCEL GETTING ACQUAINTED

Presenter: Gina Parsons

October 16, 2019

9:00 am - 12:00 pm

Learn the basics of Excel. You will enter and edit information in a worksheet, modify the worksheet by resizing, adding and deleting columns and rows, learn new techniques for navigating in the worksheet, and find the method for making column and row headings locked so you can always see them. You will copy, move and sort data.

Registration 

Members: 59.99

Nonmembers: \$74.99



LUNCH & LEARN

NONPROFIT RETIREMENT PLAN FIDUCIARY & COMPLIANCE REQUIREMENTS FOR 2020

Presenters: Eric Inge & Jacki Betz

October 17, 2019

12:00 pm

Registration 

Have you reviewed your organization's retirement plan recently? Are you aware of the mandatory upcoming deadline for restatement of 403(b) plan documents? Do you regularly meet with an advisor to review plan expenses and fund performance? If you answered no to any of these questions, you may want to consider attending this lunch and learn where you will hear from top local retirement plan consultants about what you need to be doing NOW to stay in compliance.

Registration is Free



EMOTIONAL INTELLIGENCE 101

Presenter: Shandra Stringer

October 18, 2019

2:00 - 4:30 pm

Registration 

Emotional intelligence describes the ability to understand one's own feelings, and that of groups, and how these emotions can influence motivation and behavior. As a result of the growing acknowledgement by professionals of the importance and relevance of emotions to work outcomes, the research on the topic continues to gain momentum and has become a requested workshop in various sectors of the workplace.

Members: 48.99

Nonmembers: 74.99

**Keefe
McCullough**
CPA's + Trusted Advisors

NONPROFIT FINANCIAL MANAGEMENT NETWORK - INDIRECT COST ALLOCATIONS FOR NONPROFITS

Presenter: Keefe McCullough CPAs

October 22, 2019

8:30 - 11:30 am

Registration ▶

Indirect cost allocations remain a top concern for many nonprofit organizations. Indirect cost allocation can be confusing but understanding how to allocate these costs is crucial in order for an organization to accurately capture and recover costs incurred. This presentation will include strategies for developing methods for proper allocations between direct and indirect costs, allocating costs for grants, and best practices for documenting the methodologies.

Registration is FREE



MEASURING OUTCOMES - CALCULATING IMPACT

Presenter: Rachel Waterman

October 22, 2019

8:30 - 4:30 pm

Funders want to know what is the IMPACT of their support. This workshop will break down the process of creating a system to collect program data, measure outcomes and communicate your program's impact to funders and other stakeholders.

Participants will learn:

- How to measure success.
- How to make sense of the data we collect.
- Outputs v outcomes
- How to communicate our data in a way that makes a difference – calculating impact.

Registration ▶

Members: \$120
Nonmembers \$180



WHAT IS A GRANT SYSTEM?

Presenter: Jan Rodusky

October 23, 2019

9:00 - 10:00 am

Learn why creating a Grant System is the secret ingredient to successful grant writing.

Members: Free

Registration 



MANAGING AND MOTIVATING ACROSS GENERATIONS

Presenter: Edwiygh Franck

October 24, 2019

9:00 am - 1:00 pm

For the first time ever, there are four generations of Americans in the workplace at the same time. This has given rise to more leadership and management challenges than ever, as each generation has its own perspective. This module focuses on how to manage and motivate your team, regardless of which generation they come from.

Registration 

Members: \$119.99

Nonmembers: \$179.99



POTENTIAL MEMBERS - Intro To The Membership Experience

Presenter: Marilyn Bieber

October 25, 2019

11:00 am - 12:00 pm

Curious about membership? Being a member of Nonprofits First provides a wealth of resources and tools. Those considering membership for your organization are invited to attend for a snapshot of member advantages and to learn how membership can benefit your organization. Join us for this overview and Q & A. We're here to help!

Registration 

Registration is Free



PUBLIC SPEAKING SERIES

Presenter: Marcie Pachter

October 25, November 8, November 22, December 13, 2019

1:00 pm - 3:30 pm

This four-part training series will guide participants through issues related to speech construction and delivery, including:

- Handling physiological and psychological reactions to anxiety during a presentation
- Analyzing an audience to tailor a message for maximum impact
- Constructing an engaging yet focused speech
- Incorporating ethos, pathos and logos for persuasive impact
- Using body language to enhance spoken messages
- Creating visual aids that enrich a presentation

Registration 

Early Bird Registration through October 10th

Members: \$169.99 Nonmembers: \$212.99



THE HARMONIOUS RESOLUTION OF CONFLICT: Control Begins When You Give It Up

Presenter: Aimee Bernstein

October 29, 2019

9:00 am - 12:00 pm

This training provides an opportunity to let go of limited beliefs and reactive patterns in dealing with conflict. To that end, we will inquire into the nature of conflict and what it means to give up control in order to gain control. Participants will experientially learn a dynamic seven-step method of conflict resolution which is the underlying philosophy and practice of aikido, a "peace and love" martial art. They will then practice verbally applying this model to difficult situations within the workplace and contract for change.

Registration 

Members: \$78.99

Nonmembers: \$117.99



BOARD GOVERNANCE Q&A CONFERENCE CALL

Presenter: Jessica Cecere

October 29, 2019

2:30 - 3:00 pm

Join us for a live Q&A with the CEO of Nonprofits First. This is your opportunity to ask questions and learn from others while discussing Board Governance on a convenient conference call.

Registration 

Members: FREE



CHECK IT AND PROTECT IT - AUDITING AND PROTECTING WORKSHEETS

Presenter: Gina Parsons

October 30, 2019

9:00 - 11:30 am

In this class you will learn to:

- Audit Workbooks
- Apply Data Validation
- Password Protect a Workbook
- Protect Cells, Worksheets and Workbooks

Registration 

Members: \$59.99

Nonmembers: \$74.99



RESEARCH INSIGHTS WEBINAR

Presenter: Todd L'Herrou

October 30, 2019

12:00 - 1:00 pm

Want to know what's happening in nonprofit sector research but don't have the time or resources to comb through all the journals, newspaper articles, and blogs? We've got you covered! Join Nonprofits First's Accreditation Department for a webinar exploring current research and trends in nonprofit management.

Registration 

Members and Accredited Organizations: FREE

Nonmembers: \$25.00



PRE-GRANT TRACK: UNLOCKING GRANTS

Presenter: Jan Rodusky

October 31, 2019

9:00 - 10:00 am

Learn the best practices for developing a fully functioning Grant System regardless of the NPO's organizational structure.

Theme:

Why do I need a Grant System?

Description:

Registration

Developing a fully functioning Grant System is the key to long-term organizational sustainability.

Key Lesson:

Learn the best practices for developing a fully functioning Grant System regardless of the NPO's organizational structure.

Members: \$35.00

Nonmembers: \$52.50



THE ENNEAGRAM FOR LEADERS **Understanding Yourself and Others**

Presenter: Aimee Bernstein

November 5, 2019

9:30 am - 12:30 pm

In this workshop you will: Learn how your worldview informs your business view, decisions, relationships and actions. You will be provided with an individualized map and personal practices to move beyond the biases and boundaries of your world view and enhance your presence as a leader as well as your ability to collaborate. Develop a win-win approach to business relationships by recognizing the value of diverse styles of thinking. Identify each type's specific style of dealing with pressure.

Registration

Members: \$130.99

Nonmembers: \$178.99



STRATEGIC PR PLANNING FOR NONPROFITS: How to Focus on Communications that Deepens Stakeholders Relationships, Raises Money, and Moves Your Mission Forward

Presenter: Jennifer R. Hudson

November 12, 2019

9:00 am - 1:00 pm

You're not alone in your marketing communications pain. Companies and nonprofits alike struggle with the best way to strengthen their brand long-term

Registration 

with the stakeholders most important to their success. In this workshop, you'll learn about the four phases of communications planning and how to create a realistic, achievable, and measurable plan that gets results!

Members: \$150
Non-members: \$250

REQUEST FOR RISING LEADERS SERVICE LEARNING PROJECT PROPOSALS



Registration 

**Submission Deadline: October 18, 2019
5:00pm**

Service Learning Project Proposals are now being accepted!

Listed below are a few proposed topics from previous years:

- HR Manuals/Policies
- Board Roles/Responsibilities
- Succession Planning
- Strategic Planning
- Project Budgeting
- Marketing Campaigns
- Generating Earned Income for Nonprofits

Please submit your service learning project proposal by visiting **[Rising Leaders Service Learning Project.](#)**

501(c)Jobs

Looking for a job in the nonprofit sector?
Visit www.501cjobs.org to view job postings, submit an application, and attach your resume.



Become A Member of Nonprofits First

Members of Nonprofits First enjoy exclusive benefits designed to increase your capacity to serve the needs of your clients. In addition to the cost saving opportunities on all Nonprofits First services, members are part of a community of nonprofit professionals with a demonstrated commitment to the continued strengthening of our industry.

JOIN NOW



Become a new member



To reserve the workstation and use this resource, contact Charlotte Gill at cgill@nonprofitsfirst.org or 561-910-3891.

Nonprofits First is a Funding Information Network partner of the Foundation Center. You know funders are out there. Foundation Directory Online is the most extensive, up-to-date database of philanthropic giving. It shows you where the funders are – and can help you win more funding. The database is free to use on-site at Nonprofits First and open to the public. Reservations are available Monday-Friday from 9 -3 PM, limited to 2 hours, and based on availability.

FREE AND OPEN TO THE PUBLIC



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