

Organizational Development Training Program Overview

Do your planning and prepare your fields before building your house. Proverbs 24:27 (NLV)

The Butterfield Memorial Foundation is offering a scripturally-based 4 week training program for a limited number of Christian non-profits selected through a competitive application process this Spring 2010. The program is designed to provide an emerging organization with a comprehensive overview of best practices of non-profit organizations most frequently scrutinized by potential funding sources and which play a major role in long term health and sustainability.

The program and provided materials are segmented into four major topics. Each topic will be covered extensively in a one day group seminar which must be attended by the executive director and either one board member or additional staff person as appropriate for each organization. The seminars will be conducted at 50 Penn Place in Oklahoma City on the dates indicated below. **Organizations selected must agree to participate in all four seminars with two attendees.** Participants will be guided through using provided tools to evaluate their current status as it relates to benchmark and best practices outlined during each seminar, and setting goals and priorities. Each organization will be asked to submit an individualized report periodically on the progress of implementing these tools.

The four topics and a brief description of the subject matter for each are:

Governance – Thursday, May 13, 2010

This session will look at effective attributes of board governance, including the legal responsibilities of board members as outlined by Oklahoma law. Other items discussed will include board member accountability, the components of strong bylaws, liability concerns, and the difference between the role of the board and the role of the Executive Director. Components of policies required for effective operations will be outlined. In addition, the nuts and bolts of day-to-day board structure and meeting management will be addressed.

Finances – Thursday, May 20, 2010

Transparent financial accountability, compliance with IRS public disclosure rules, and submission of IRS Form 990 will be discussed. Other topics include the components of an effective financial system, such as budget development, internal controls, accounting for donations of goods and services, and basic financial reporting methods. The difference between an audit report and an independent review will be discussed as well as an examination of when each might be appropriate. Possible effects of the Sarbanes-Oxley Act upon nonprofits and appropriate financial policies will be addressed.

Development (Fundraising) Planning – Thursday, May 27, 2010

An overview of the different components of a comprehensive fundraising plan will be explored. A partial list of subtopics includes the particulars of Annual Campaigns, Special Events, Major Gifts, Grants, Board Campaigns and Capital Campaigns. Analysis of each organizations current donor base, targeting donors for fundraising growth and utilization of volunteers will be discussed. During personal follow up, each organization will have the opportunity to begin an individualized annual fundraising calendar and a draft of implementation timeline for use in the strategic planning process.

Strategic Plans – Thursday, June 3, 2010

The philosophy of an organizational strategic "road map" will be presented along with an overview of the process. Building upon the three previous topics and the implementation plans and drafts, each organization and their board will be coached in the process of designing and implementing a strategic plan as a valuable tool for increased stability, sustainability and growth.

*We encourage you to visit with a program officer at Butterfield prior to submitting an application for this program by calling the foundation at 405-608-0517. Applications may be accessed immediately on-line via our website www.butterfieldfoundation.org by clicking on "Start New Application" link on the bottom left section of the home page and establishing an on-line application account. Attachments to the application required include financials, a list of current board members, as well as a copy of the organization's non-profit tax status letter. A site visit will be scheduled with each applicant.. **Application deadline is 5 p.m. CST, March 25, 2010.***