

Management and Fund Raising Staffing Check List for Nonprofit Organizations

Activities in organizations	LEADERSHIP LEVEL	MANAGEMENT LEVEL	OTHER DIRECT TASKS
CEO / EXECUTIVE	<input type="checkbox"/> Shared visioning and purpose <input type="checkbox"/> Values and Ethics <input type="checkbox"/> Passion and Commitment <input type="checkbox"/> Modeling <input type="checkbox"/> Results ownership <input type="checkbox"/> Board linkage <input type="checkbox"/> Celebration	<input type="checkbox"/> Annual Objectives <input type="checkbox"/> Long-range planning <input type="checkbox"/> Delegation <input type="checkbox"/> Collaboration	
FINANCE	<input type="checkbox"/> Analysis <input type="checkbox"/> Forecasting	<input type="checkbox"/> Risk management <input type="checkbox"/> Audit management <input type="checkbox"/> Budgeting <input type="checkbox"/> Portfolio/asset management <input type="checkbox"/> Cash flow management	<input type="checkbox"/> Bookkeeping and financial statements <input type="checkbox"/> Purchasing <input type="checkbox"/> Banking <input type="checkbox"/> Payroll/ taxes <input type="checkbox"/> Grant reporting
INFORMATION SYSTEMS	<input type="checkbox"/> System Design <input type="checkbox"/> EIS (Executive Information Systems)	<input type="checkbox"/> Decision Support <input type="checkbox"/> Evaluation <input type="checkbox"/> Security	<input type="checkbox"/> Network administration <input type="checkbox"/> Maintenance and troubleshooting <input type="checkbox"/> Data Input
HRD	<input type="checkbox"/> Analysis and Planning <input type="checkbox"/> Workforce development and affirmative action <input type="checkbox"/> Organization development <input type="checkbox"/> Enabling/ empowerment <input type="checkbox"/> Celebration	<input type="checkbox"/> Personnel policy <input type="checkbox"/> Volunteer management <input type="checkbox"/> Career development <input type="checkbox"/> Coaching and counseling <input type="checkbox"/> Job design <input type="checkbox"/> Compensation and incentive systems <input type="checkbox"/> Performance Evaluation systems	<input type="checkbox"/> Hiring and firing <input type="checkbox"/> Orientation and Training <input type="checkbox"/> Discipline <input type="checkbox"/> Benefits management <input type="checkbox"/> EEO
LEGAL	<input type="checkbox"/> Policy <input type="checkbox"/> Advocacy and Lobbying	<input type="checkbox"/> Compliance <input type="checkbox"/> Legal counsel	<input type="checkbox"/> Federal, state, local filings
MARKETING	<input type="checkbox"/> Core strategy development <input type="checkbox"/> Analysis and forecasting <input type="checkbox"/> Long-range planning <input type="checkbox"/> R&D	<input type="checkbox"/> Product, price, place, promotion <input type="checkbox"/> Crisis Management <input type="checkbox"/> Annual Planning <input type="checkbox"/> Consumer Intimacy	<input type="checkbox"/> Internal communications <input type="checkbox"/> External communications <input type="checkbox"/> Sales
REVENUE & FUND DEVELOPMENT	<input type="checkbox"/> Analysis and forecasting <input type="checkbox"/> Core strategy development <input type="checkbox"/> Long-range planning <input type="checkbox"/> Experimentation	<input type="checkbox"/> Annual planning <input type="checkbox"/> Revenue procurement <input type="checkbox"/> Research <input type="checkbox"/> Evaluation and correction <input type="checkbox"/> Policy development <input type="checkbox"/> Forecasting	<input type="checkbox"/> Cultivation <input type="checkbox"/> Solicitation <input type="checkbox"/> Donor stewardship <input type="checkbox"/> Record keeping/ database <input type="checkbox"/> Prospect identification
ADMINISTRATION / FACILITIES MANAGEMENT		<input type="checkbox"/> Planning <input type="checkbox"/> Inventory management <input type="checkbox"/> Real estate deals	<input type="checkbox"/> Receptionist <input type="checkbox"/> Scheduling and record keeping <input type="checkbox"/> Supplies and distribution <input type="checkbox"/> Sales and rentals <input type="checkbox"/> Maintenance and utilities