

2006 HAWAI‘I NONPROFIT RESOURCES

*A Comprehensive
Guide to Training,
Consulting and
Technical
Assistance for
Hawai‘i
Nonprofits*

HANO

HAWAI‘I ALLIANCE OF
NONPROFIT ORGANIZATIONS

*An Initiative of Hawai‘i
Community Services Council*

*33 South King St., Suite 501
Honolulu, Hawai‘i 96813*

*(808) 529-0466
info@hano-hawaii.org*

WHERE can you find out about:
How to start a nonprofit; charitable
missions, IRS Code Section 501, the
Hawai‘i Nonprofit Corporation Act,
“double bottom lines,” fiscal
sponsorships, logic models, high-
performance boards of directors,
vision, advocacy, grant writing,
restricted funds, consultants, strategic
plans, outcomes design, financial
management, board governance,
succession planning, collaborations,
federal grants, Office of the Attorney
General Tax Division, business plans,
UBIT, organizational development,
and volunteerism? *Look inside* →

HANO/HCSC capacity-building workshops provide nonprofit know-how

HANO sponsors and cosponsors many seminars, workshops and conferences throughout the year. HANO also provides a comprehensive calendar of such events in its monthly newsletter, AGENDA, which is posted online at <http://hano-hawaii.org>.

Send an email with your contact information to info@hano-hawaii.org to sign up for a monthly email notifying you of when the latest edition becomes available.

HCSC, Hawai'i Community Services Council, parent of HANO, <http://hcsc-hawaii.org>, provides training, technical assistance, consulting and planning services for nonprofit organizations, government agencies and community groups.

Current HCSC workshop topics include:

- ▶ **Board Alive!** – A comprehensive overview, designed for both new and experienced nonprofit board members, of service on a nonprofit board and the best practices that will help develop a high-performance organization.
- ▶ **Proposal Writing for Hawai'i Trusts and Foundations** – A hands-on training experience for writing and evaluating funding proposals for local funders, including technical tips and how to find the right funder for your project.
- ▶ **Critical Issues for Nonprofits** – How the changing national and local financial and regulatory environment – such as the Sarbanes-Oxley Act – impact nonprofits and how to improve oversight and establish critical internal controls in your nonprofit organization.
- ▶ **Business Planning** – What a business plan can do to help your organization prosper, when you should make a plan, whether you should get outside help and the frame of mind needed to plan effectively.
- ▶ **Creating a Culture of Engagement that Leads to Major Gifts** – How organizations that engage people at all levels – staff, volunteers and community – can become more successful at becoming sustainable.
- ▶ **Volunteer Management for Nonprofits** – How to develop or enhance your organization's volunteer program, from recruitment, training and orientation to placement, recognition and support that turns volunteers into champions, members and donors.

Register for an upcoming workshop

For a current schedule of HCSC workshops see: http://www.hcsc-hawaii.org/wkshp_schedule.htm

Nonprofit training offered by other Hawai'i organizations

Association of Fundraising Professionals Hawai'i, <http://afphawaii.org/>, is a professional association for individuals generating philanthropic support for nonprofit, charitable organizations.

Chaminade Tax Institute, <http://www.chaminade.edu/tax/>, provides annual seminars for nonprofit managers, accountants and tax preparers.

Council for Native Hawaiian Advancement, <http://www.hawaiiancouncil.org/>, provides support services to organizations focused primarily on low- to moderate-income Native communities.

Harry and Jeanette Weinberg Foundation, <http://hjweinbergfoundation.org/>, sponsors planning classes by the Project Management Institute of Hawai'i.

Hawai'i Alliance for Community-Based Economic Development, <http://www.hacbed.org/>, assists people and organizations working in community-based economic development.

Hawai'i Community Foundation, <http://hawaiicommunityfoundation.org>, provides: grants for capacity building; annual workshops for members of nonprofit boards of directors; field-specific training and networking opportunities around organizational development and capacity building; and research on issues and trends affecting the nonprofit sector.

Hawai'i Employers Council, <http://hecouncil.org>, assists companies to build and maintain sound employee relations through human resource and labor relations services, including consulting, training, pay-rate information and resource publications.

Hawaiian Island Ministries, <http://himonline.org>, provides free "Hawai'i Moving Forward" capacity-building workshops for faith- and community based-organizations.

Hawai'i Society of Certified Public Accountants, <http://www.hscpa.org>, promotes standards of integrity and competence for the accounting profession; hosts an annual workshop for nonprofit managers and accountants.

Hawai'i Youth Services Network, <http://www.hysn.org/>, helps youth-serving agencies share knowledge and provide a broad range of services for youth.

Society for Human Resource Management Hawai'i, <http://www.shrmhawaii.org/>, provides comprehensive information and tools to human resource professionals to enable them to make informed decisions.

Volunteer Legal Services Hawai'i, <http://www.vlsh.org/>, provides free or low-cost legal help to low-income residents and the nonprofits serving them with the help of volunteers who contribute *pro bono* services.

Websites and publications with useful information for nonprofit managers

The Chronicle of Philanthropy, <http://philanthropy.com>, is a bi-monthly newspaper for charity leaders, fund raisers, grant makers and other people involved in the philanthropic enterprise.

Board Café, <http://boardcafe.org>, is a monthly, free electronic newsletter for members of nonprofit boards published by CompassPoint, <http://www.compasspoint.org>, a nonprofit management service organization based in the San Francisco Bay area. Board Café is “short enough to read over a cup of coffee” and offers ideas, information, opinion, news and resources to help board members give and get the most out of board service.

The Foundation Center, <http://www.fdncenter.org>, is an authority on philanthropy dedicated to serving grant seekers, grant makers, researchers, policymakers, the media and the general public.

GuideStar, <http://guidestar.org>, is a searchable, national database of nonprofit organizations built on IRS Form 990 data.

Harvest Today, <http://harvesttoday.org>, aggregates online news and information about nonprofits and philanthropy from hundreds of sources, updates it daily and organizes it by topic.

The Nonprofit Quarterly, <http://nonprofitquarterly.org>, focuses each issue on a theme of critical importance, providing information to manage more effectively and advance your mission.

The NonProfit Times, <http://nptimes.com>, is a bi-monthly journal that focuses on business information to help nonprofit managers act effectively.

Philanthropy News Digest, <http://fdncenter.org/pnd/>, is a weekly digest compiled by the Foundation Center of philanthropy-related articles and features culled from print and electronic media outlets nationwide.

TechSoup.org, <http://techsoup.org>, offers a wealth of information for nonprofits on technology, plus access to heavily discounted software.

Professional Services for nonprofits

Attorneys – The Hawai'i Bar Association has an online lawyer referral service at <http://hsba.org>.

Accountants – The Hawai'i Society of Certified Public Accountants provides an online tool to find a CPA at http://www.hscpa.org/find_a_cpa/index.php.

Additional resources available to Hawai'i nonprofits

2-1-1, <http://auw.org/211/>, the comprehensive statewide information and referral service provided by Aloha United Way connects nonprofit organizations with potential clients and partners. Any Hawai'i nonprofit can register and be listed on the searchable 2-1-1 database.

Atherton Family Foundation, <http://www.athertonfamilyfoundation.org/>, provides funding to support technology and automation activities of nonprofits, such as the purchase or upgrade of automation equipment.

BoardSource, <http://www.boardsource.org/>, formerly the National Center for Nonprofit Boards, is a resource for practical information, tools and best practices, training, and leadership development for board members of nonprofit organizations worldwide.

National Council of Nonprofit Associations, <http://ncna.org>, provides links to many online resources including publications created by NCNA and state nonprofit associations across the country, like HANO.

Volunteer Hawai'i, <http://www.volunteerhawaii.org/>, a service of the United Ways in Hawai'i, matches organizations with volunteer opportunities and people willing to volunteer. Volunteer Hawai'i also includes **GiftMatch**, which connects people who have items to give and the organizations who need them, and **BoardMatch**, which connects nonprofits looking for board members with specific skills and interests with volunteer leaders willing to serve. Any Hawai'i nonprofit can register for these services.

Consultants serving Hawai'i nonprofits

When do you use a consultant? While workshops, seminars and conferences are generally open to all comers, consultants usually work with a single organization, focusing on its specific challenges, such as development of a strategic plan or board member training.

“**Getting and Working with Consultants**” is a useful online guide is available from MAP for Nonprofits, a Minnesota nonprofit management services organization, at <http://www.managementhelp.org/staffing/outsrcng/consult/consult.htm>.

Finding a consultant:

The national Alliance for Nonprofit Management provides a tool to find a consultant at <http://www.allianceonline.org/>.

Hawai'i Community Foundation maintains a **searchable database of consultants** at <http://www.hawaiicommunityfoundation.org/consultants/search.php>, which includes nearly 100 consultants.

The following organizations provide nonprofit consulting services locally:

HCSC, Hawai'i Community Services Council, parent of HANO, <http://hcsc-hawaii.org>, provides consulting services in the areas of strategic and operational planning, outcomes design and implementation, board development, executive coaching, meeting facilitation and issue-resolution.

CompassPoint, <http://compasspoint.org/>, a San Francisco Bay Area-based, full-service nonprofit management services organization that provides consulting services in the areas of executive transitions and leadership, boards and nonprofit governance, financial management and business analysis, fund development, managing people, organizational development, strategic planning, mergers and partnerships and information technology.

Hawai'i Employers Council, <http://hecouncil.org>, provides human resource consulting services, such as developing or reviewing employee handbooks or policy manuals, wage and salary programs, guidance on job descriptions, affirmative action programs and analysis of HR practices.

Mediation Center of the Pacific, <http://www.mediatehawaii.org/>, provides mediation and dispute resolution services for individuals and groups.

SCORE, the Service Corps of Retired Executives, <http://hawaiiscore.org>, provides free consulting and mentoring services by retired volunteers including securing funding, preparing a business plan, developing marketing and sales strategies, using the Internet and Web and how to operate or start a nonprofit.

Nonprofit fellowships, graduate degree and certificate programs

PONO Fellowships – PONO, which stands for Promoting Outstanding Nonprofit Organizations, is a leadership development program sponsored by the Case and Hawai'i Community Foundations designed to promote innovation and entrepreneurship in the social sector. PONO is for mid-career, nonprofit executives. Fellows meet eight times during one year to explore different aspects of leadership in the nonprofit context. This includes a two-day kickoff and a two-day completion event. Participants design and implement a capacity-building project addressing a critical issue or entrepreneurial opportunity facing their organization. Grant support is available for well-defined, strategic projects. For more information see <http://www.hawaiicomunityfoundation.org/grants/leaderdev.php>.

The Harry and Jeanette Weinberg Fellows Program – Since 1992, the Weinberg Fellows program has assisted the poor and vulnerable by strengthening community organizations serving the needy. The program enhances the skills and effectiveness of nonprofit executive directors and volunteer leaders. Participants explore critical issues, best practices and trends in nonprofit management, connect with resources and position their agencies for maximum benefit to the community. Fellows form long-term peer relationships during live-in sessions that cover the spectrum of executive roles and responsibilities. Break-out sessions focus on the challenges and opportunities individual participants and their agencies face. The program complements the Weinberg Foundation's grant-making process by enhancing the effectiveness of its partners. For more information, see <http://hjweinbergfoundation.org/subPages/fellows.htm>, or contact Beverly Steimel, bsteimel@theweinbergfoundation.org.

Chaminade University MBA in Nonprofit Management – This graduate program prepares qualified men and women for management and business careers in the global marketplace. Nonprofit Management is one of three special areas of concentration, which also include Leadership and Public Sector Management. The curriculum is relevant and pragmatic, fosters critical thinking and effective communication skills, stresses teamwork, leadership and ethical concerns and provides a global and strategic perspective to decision making. Students may enter the MBA program in January, April, July or October and enroll full or part time. For more information on Chaminade MBAs, see <http://www.chaminade.edu/admissions/grad/mba.php> or contact Scott Schroeder, mba@chaminade.edu.

Kapiolani Community College, Certificate Program in Nonprofit Management – This non-credit certificate program includes eight classes for new and aspiring executive directors covering: nonprofit management; governance, legal issues and the board/staff partnership; mission, outcomes and planning; fundraising; financial management; community relations and marketing; human resource management; and agency-based projects and analysis integrating the skills covered in the series. Classes, conducted by community-based consultants and nonprofit professionals meet all day on Fridays and Saturdays from 8 a.m. to noon for eight weeks. For more information on the KCC program, see <http://programs.kcc.hawaii.edu/~noncredit/schedule/bused> or email kapinfo@hawaii.edu.



To include a program in future editions of this guide, please send a description to info@hano.org.