

# Kentucky River Foothills Development Council

## Compassion Capital Fund Workshop Schedule

Location: Clark County Public Library  
370 South Burns Avenue  
Winchester, Kentucky 40391-1876

### **Wednesday, May 26, 2010**

- 9:30 – 11:00am Kentucky River Foothills
- 11:00am – 12:30pm Nonprofit Management Best Practices and Sustainability – Danielle Clore, Kentucky Nonprofit Leadership Initiative  
*The session will discuss nonprofit sustainability and management issues including vision, mission, planning and use of best practice tools and recommendations.*
- 12:30 – 1:45pm Lunch on your own
- 1:45 – 3:30pm Board Governance Basics – Danielle Clore, Kentucky Nonprofit Leadership Initiative  
*Provides an overview of the legal responsibilities of nonprofit boards, as well as best practices for board effectiveness and functioning in the areas of recruitment and orientation.*

### **Wednesday, June 2, 2010**

- 9:30am – 12:30pm Generating and Diversifying Revenue – Lee Ellen Martin, CFRE  
*The session provides an explanation of the revenue generating strategies available to nonprofits - annual giving, special events, major gifts, planned giving and capital campaigns. Learn how to maximize your efforts by making the most of staff and volunteer efforts. Also includes information on donor cultivation and recognition.*
- 12:30 – 1:45pm Lunch on your own
- 1:45 – 4:00pm Grant Research and Proposal Development 101 – Jackie Long, Strategic Funding Group  
*The session provides an overview on researching available grants and writing an effective grant proposal.*

### **Wednesday, June 16, 2010**

- 9:30am – 12:30pm Marketing and Public Relations – Ame Sweetall, APS Communications  
*Participants will learn the concepts of marketing, branding, public relations and how to assess their organization's needs in these areas and create low-cost, easy to implement plans. Also included will be tips for working with/generating media attention (press releases, letters to the editor, etc.) and social networking.*

### **Tuesday, July 8, 2010**

- 9:30am – 12:30pm Program Evaluation – Rick Maurer, Ph.D., University of Kentucky  
*A summary of program evaluation, including inputs, outputs and outcomes. A review of logic models, qualitative and quantitative models and best practices for measuring impact and reporting results.*

### **Wednesday, July 14, 2010**

- 9:30am – 12:30pm Volunteer Program Development and Management – Stacy Mullins, Irene Wortham Center  
*An overview of volunteer recruitment, retention and recognition*

*strategies. Also included will be information on working with different generations of volunteers.*

12:30 – 1:45pm

Lunch on your own

1:45 – 4:00pm

Human Resources Management – Sandy Ringer, PHR, IntegrityHR, Inc.  
*Participants will be provided with an overview of human resources management functions, including hiring and firing; effective performance evaluation; best practices for policy, procedures, orientation development; as well as resources available to ensure nonprofits are following employment laws.*

### **Wednesday, July 28, 2010**

9:30am – 12:30pm

Financial Management – TBD

Effective budget development, cash flow management tools & reports and cost analysis and allocation will be presented along with examples and hands-on exercises.

### **Thursday, August 5, 2010**

10:00am – 12:00pm

Worry-Free Lobbying and Advocacy for Nonprofits (done via webinar) – Alliance for Justice

*The basic rules and best practices for nonprofits engaging in public policy activities will be presented – what legally can and cannot be done, as well as tips for engaging the community in issues of importance to the mission and those you serve.*

### **Wednesday, August 18, 2010**

9:30am – 12:30pm

Technology & Data Management – Chris Jones, Dean Dorton Ford

*Participants will be provided with an overview of the information needed to keep technology running smoothly, including networking, backing up the server and best practices for routine/preventive maintenance as well as anti-virus tools and data/internet security. Discussion will also include how to evaluate current technology and develop a plan to more efficiently use technology in the future.*

### **Wednesday, September 8, 2010**

10:00am – 12:00pm

Collaboration: Working Together for Greater Impact (done via webinar) – Sandy Jacobsen, Jacobsen Associates

*This webinar identifies the basic tenants of successful collaborations and partnerships. Designed to help organizations understand what collaboration involves and their readiness to collaborate, the importance of keeping the focus on the partners' goals, and the stages of building a collaboration.*

### **Wednesday, September 22, 2010**

10:00am – 12:00pm

Nonprofit Risk Management Basics (done via webinar) – Melanie Herman, Nonprofit Risk Management Center

*This webinar provides an introduction to the topic of risk management, including tips and tools for organizations to effectively manage risk in a way that suits the culture, resources and goals of the organization.*