nonprofit works

Organizational Development Overview

Mission statement — An organization's purpose or reason for being, and a filter for determining direction and new activities: "Does it fit with what we do or are all about?"

Vision statement — How an organization wants to evolve, or a future end-state it would like to pursue or achieve

- If an organization considers its mission and vision statements before undertaking a project, it will become better focused, and more accountable and efficient.

- In general, it's OK for some projects to fall outside an organization's mission and vision, as long as they are recognized as doing so and don't pull the organization too far in one direction or its drain resources.

Goals — Means by which an organization accomplishes its mission and moves toward its vision

- Administration: organizational status and structure, policies and procedures

- Services and programs: recruitment and retention of clients, performance

- Financial: management of revenue and spending, accounting practices, accountability

- Personnel: hiring, training, and retaining staff

- Visibility: marketing, communications, public relations

- Information systems: computer and office technology

Organizational structure (board, committees, staff, volunteers, etc) — Review and either confirm or adjust to support progress toward and achievement of intended goals

Strategic plan — A plan by which an organization intends to address and accomplish its goals over time

- Actions: Steps toward a given goal

- Timelines: Dates when actions will be completed or measured

- Metrics: Criteria by which to judge action

- Evaluations: Determinations of how well a goal was met

New program or project decision-making process

1. Does it fit with our <u>mission</u> and / or <u>vision</u>? If yes, move forward. If no, stop.

2. Do we *have* to do it or *want* to do it? "Every <u>opportunity</u> is not necessarily a good idea."

3. What's the <u>concept plan</u> — how will it work, who and how many will it serve, what will it cost, where will the funding come from?

4. <u>Detailed plan</u> — How will it work, who and how many will it serve, what will it cost, where will the funding come from?

5. What <u>core abilities or skills</u> will we need to acquire in order to do it well?

6. <u>Decisions</u> — yes / no, when, to what degree, etc

Program

Staffing/Administration   **Budget**