

OUR NON-PROFIT ORGANIZATION
PRELIMINARY DEVELOPMENT STAFF RETREAT OUTLINE

ORGANIZATION ISSUES

- A) What are we trying to accomplish as a community service organization?
- 1) Mission fulfillment and development
 - 2) Goals: programmatic and financial
 - Next six months
 - Next 12 months
 - Next 2-3 years
- B) What are the Development Department's priorities today in terms of its top 3-5 fund-raising activities?
- 1) In the volunteer Chairperson's perception
 - 2) In the volunteer President's perception
 - 3) In the Executive Director's perception
 - 4) In the Senior Staff's perception
 - 5) In the Development Director's perception
 - 6) In each Development Staff member's perception
- C) Why is our Development Department organized the way it is?
- 1) What changes were made in the recent past and why were those changes made?
- D) What does not work well now?
- 1) Structurally
 - 2) Functionally
- E) What organizational structures and functions do other similar organizations assign to their Development Departments?
- F) Are there some activities or opportunities out there that our Development Department has wanted to move forward into that the existing organization or staffing has not allowed?
- G) What information would we like to have, but do not now have on a daily, periodic, or sporadic basis, which we know would significantly improve our performance and efficiency?
- H) Evaluating our data gathering system:
- 1) What does our system do for us now?
 - 2) What would we like it to do that it does not do now?
 - 3) What does it do unsatisfactorily?
 - 4) What reports does it generate automatically?
 - 5) What kinds of internal audit checks are currently performed
 - 6) What kinds of manual audit checks are performed which could be done by the computer?
- I) What are the points of contact we have with other departments that currently cause friction?
- J) Are there some things we currently do that could better be done by others?
- K) Are there some things others do for us that could be done better by ourselves?
- L) How many levels of management are involved before important and timely decisions are made?
- M) Review each development staff position and determine the exact characteristics required to maximize performance:
- 1) What skills are missing?
 - 2) Where should the missing skills be ideally located?
 - 3) What cross-training currently takes place, formally and informally?
 - 4) How much overtime takes place?
 - Where is it used?
 - How does it compare with the previous year(s)
- N) If you could make any changes you wish regarding how development activities for our organization are carried out and/or organized, what would your top five changes be?
- 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
 - 5) _____