Best Practices for Non-Profit Organizations

2019 Housing Innovation Marketplace
March 19, 2019

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Various Topics To Be Covered

- Resource Development
- Participatory Communications
- Accountability
- Compliance
- Public Relations
RESOURCE DEVELOPMENT
Board of Directors

Mission Driven
Board/CEO/ED Relations
Diversified
Meet Funders Requirements
Representative of Service Area
Committee Structures
Dedicated
RESOURCE DEVELOPMENT
Board of Directors

- Informed
- Responsive
- Engaged

Informative Meetings
Minutes of Board Meetings
IRS Form 990
Advocates
RESOURCE DEVELOPMENT Staff

Teamwork
Efficient
Accept Change
Detail Oriented
Open to Learning
RESOURCE DEVELOPMENT
Management Team

Support Team

Consensus Oriented

Open Communications

Care for Organization and Staff

Transparent
RESOURCE DEVELOPMENT Funding

Diversify
Local
Regional
State
National
RESOURCE DEVELOPMENT Partnerships

Local, State and National
Be Involved
Leadership Role
Invest the Time
RESOURCE DEVELOPMENT
Computer/IT Systems

Current Software
Current Hardware
Staff Input
PARTICIPATORY

Training

Staff and Board Orientations

Supports Organizational Goals

Create a Culture of Learning
COMMUNICATION

Mission
All staff in the Know
Information Sharing
Cross-Training
Ethics
ACCOUNTABLE

Financial Management

Budgeting
Financial Plan
Realistic Goals
Cashflow Projections
Formal Internal Controls
ACCOUNTABLE
Financial Management

Financial Operations
Dashboard Reports
Financial Statements
Tracking and Reporting Systems
ACCOUNTABLE Policies

Affirmative Marketing Plan
Bylaws
Code of Conduct and Ethics
Conflict of Interest
Document Retention and Destruction Policy
Drug-Free Workplace Agreement
Fair Housing Policy
ACCOUNTABLE Policies

Financial Policies and Procedures
Homebuyer Policies
New Construction Policy
Personnel Policies and Administrative Procedures
Procurement Policy
Quality Control Plan
Real Estate Development Policies
ACCOUNTABLE Policies

Risk Management Policy
Safety Policy
Short Sale Policy
Subordination-Refinance Policy
Succession Plan for Board and Senior Staff
Technology Plan
Whistle Blower Policy
ACCOUNTABLE Data Management

Invest Time
Document Details
Used for Reporting
Used for Advocacy
Used for Grant Writing
Compliance

Keep Current on Regulations

Maintain Good and Thorough Records

Learn/Change Through the Audit and Monitoring Processes
PUBLIC RELATIONS

Special Events
Press Releases
Local Articles
Website
Facebook
Branding
Office Environment
BEST PRACTICES SUMMARY

Time
Energy
Dedication
Professionalism
Partnerships
Make It Fun
Thank You!