



WASHINGTON NONPROFITS

We make sure nonprofits have what they need to succeed.

MEMBER HANDBOOK



You are the foundation of our organization. As a member, you gain a set of benefits. You also make it possible for us to expand learning, elevate voices, and connect people. Each member contributes to our collective power.

We are your state association working to make sure you get what you need to succeed, your voice is heard, and you have the connections you need to thrive.

www.washingtonnonprofits.org

HOW TO ENGAGE

There are many ways for your leaders, staff, and board to take advantage of your Washington Nonprofits membership. All staff and major volunteers of Washington Nonprofit member organizations are considered members of Washington Nonprofits and can take advantage of member discounts and member-only programming. Household memberships include partners and other relatives living under one roof.

LEADERS

- Sign up for the next Member Orientation Call.
- Invite all staff and key volunteers to sign up for Washington Nonprofits communications. This will include upcoming events.
- Share this handbook with staff and key volunteers at a staff or board meeting. Talk about why you joined and how you hope to engage in our community.
- Visit our learning hub called the *Washington Nonprofit Institute* through our main website at **www.washingtonnonprofits.org** or at the direct link **www.wanonprofitinsitute.org** to become more familiar with our learning toolkits on Boards, Finance, Legal, and Planning.
- Put at least one conference on your organizational calendar. (See our website washingtonnonprofits.org for state and regional conference schedule.)
- Put Monthly Member Calls on your organizational calendar.
- Put Quarterly Public Policy Calls on your organizational calendar.

BOARD

- Sign up new board members for our quarterly board orientation call. (It makes a great refresher too!)
- Use our Learning Planning Guide ¹to map how you will include our learning toolkits in your on-going board meetings.
- Attend our in-person workshops or online webinars and courses to learn more about board service.

STAFF

- Make sure that you are receiving our ongoing communications about learning opportunities. Sign up for the email list on the home page of our website at washingtonnonprofits.org and indicate what topics you'd like to be kept informed about.
- Include Washington Nonprofits learning programs in your professional development plan. If you don't see what you want to learn on the schedule, contact us. We are constantly adding new courses and are open to exploring new topics.

¹ <https://www.wanonprofitinsitute.org/wp-content/uploads/2016/10/Learning-Plan.pdf>

ABOUT WASHINGTON NONPROFITS

Your state association for all nonprofits in Washington

Starting in the 1990s, nonprofit leaders began meeting annually to exchange ideas and solve problems. Called "The Constellation," this group initiated several cross-state collaborations to create strong ties among nonprofits in every region. This included circulation of "Northwest Nonprofit," a publication of Northwest Nonprofit Resources in Spokane, published by Washington Nonprofits founding board president, Sandy Gill.

The economic recession of 2008 led to an increase in demand for services and less funding for nonprofits across the State. Local and regional funders rallied behind the need to turn this informal group of leaders into a more formal state association. In 2009 Philanthropy Northwest produced the "An Assessment of Capacity Building in Washington State²." Washington Nonprofits was then founded in 2010 by a dedicated board working in partnership with philanthropy.

This commitment to strong nonprofits by nonprofit leaders and philanthropy continues to this day. The people who founded Washington Nonprofits recognize the importance of having an association watching the backs of nonprofits of all sizes across our vast state during a time of economic change. Washington Nonprofits continues to be inspired by our belief that nonprofits represent our democracy in action as people come together to make a difference.

National affiliations

Washington Nonprofits is affiliated with two national organizations:

The National Council of Nonprofits (Council of Nonprofits) is a trusted resource and advocate for America's charitable nonprofits. Through its powerful network of state associations and 25,000+ members – the nation's largest network of nonprofits – it serves as a central coordinator and mobilizer to help nonprofits achieve greater collective impact in local communities across the country. It identifies emerging trends, shares proven practices, and promotes solutions that benefit charitable nonprofits and the communities they serve.

Independent Sector is the only national membership organization that brings together a diverse set of nonprofits, foundations, and corporations to advance the common good.

² <https://washingtonnonprofits.org/wp-content/uploads/2017/01/Assessment-of-NP-Capacity-Executive-Summary.pdf>

LEARNING

Washington Nonprofits makes sure that nonprofits have the access to learning opportunities that provide them with what they need to know, strengthen their skills, and build connections with others. We work in partnership with content experts, local partners, and statewide and national partners to deliver nonprofit education that is relevant and innovative. Our approach is shaped around where and how you prefer to learn.

IN CLASSROOMS – Workshops, trainings, conferences

Washington Nonprofits delivers high quality trainings on a range of topics in communities across Washington. We work with content experts to make sure the information is current and actionable. We partner with community foundations, United Ways, local nonprofit networks, and others to build connections.

Washington Nonprofits produces three conferences each year in Bellevue and Yakima each spring and in Spokane each fall.

WITH COLLEAGUES – Experts, videos, toolkits

A lot of learning happens when you are together with colleagues. We create resources that you can use in your board meetings or orientations. Another set of materials are great for staff training.

ON YOUR OWN – Webinars, videos, toolkits

Maybe you need a refresher on how to read a balance sheet or ideas on what you can do to get your board to raise more money. Washington Nonprofits curates and creates videos and supporting materials to help you learn online when you need to.

WAYS TO ENGAGE - Learning

- Add info@washingtonnonprofits.org and learning@washingtonnonprofits.org to your contacts so that emails aren't blocked by firewalls.
- Visit our calendar: www.washingtonnonprofits.org/calendar.
- Visit our online learning site: www.wanonnprofitinstitute.org. There you will find all of our toolkits: Boards, Finance, Law, Planning+
- Contact us if you have any questions about how to bring these resources into your organization.

ADVOCACY

As the state’s nonprofit association, we make sure that nonprofits have what they need to succeed. That means building a policy environment that supports the nonprofits that strengthen our communities. Our 2017-18 Public Policy Agenda³ uses the National Council of Nonprofit’s agenda as a starting point and customizes it to our local needs and opportunities. Our framework has with three elements: protect, promote, and advance.

Protect: We track introductions of bills to identify potential threats to the sector.

Example: In 2015 and 2016, we successfully opposed legislation that would have expanded the scope of the Public Records Act to place an unfair and high burden on publicly funded nonprofits

Promote: We are working to increase legislators’ understanding of the importance of our sector. We see this understanding as a foundation to building strong policy and budget environment that supports and advances our sector. **Example:** Providing nonprofit job and wage data and nonprofit impact stories to legislators.

Advance: We are working to improve the partnership between nonprofits and government in ways that strengthen nonprofit effectiveness and lead to better outcomes for our communities.

WAYS TO ENGAGE – Advocacy

Quarterly Public Policy Calls

Your voice is vital to our collective voice speaking out for a policy environment that supports strong nonprofits. Our members are invested in the education and lobbying policy work that happens at the local, state, and federal level. Be a part of the conversation.

Advocacy Alerts

We work to keep nonprofits informed about public policy issues through our e-newsletter as well as targeted advocacy alerts on state and federal issues.

Annual Nonprofit Legislative Reception

Every winter, Washington Nonprofits hosts a reception at the Governor’s Mansion in Olympia to build relationships between nonprofits and elected officials.

³ <https://washingtonnonprofits.org/public-policy/policy-agenda-action/>

CONNECTING

You are stronger when you are connected with others. We work to connect nonprofits in three main ways:

Nonprofit Networks

Washington Nonprofits supports a number of nonprofit networks in communities across Washington. In addition, we provide resources to others.

Find a network: Find your region on the right side of our website and see what networks are currently running nearby.

Create a network: Our Nonprofit Conversations⁴ resources offer a way to bring experts into conversations. Contact our learning team to get more ideas.

Coalitions

Your voice is stronger when joined with others working for your same cause. We keep a list of active coalitions⁵ to help nonprofits find the advocacy groups working on your behalf.

Local connections

You are not alone working hard to achieve your mission. We make efforts throughout the year to convene our members in communities across Washington. If you want to meet other members in your community, please email us at membership@washingtonnonprofits.org. We are happy to facilitate these connections.

WAYS TO ENGAGE – Connections

- Look for our monthly newsletter, *The Connector*, with the latest information about our network and ways to engage.
- Find a Nonprofit Network near you. Don't have one? Start one. Contact us for ideas.
- Find one coalition that works on your cause. Sign up on their contact list.
- Ask about other members in your area.

⁴ <https://www.wanonprofitinstitute.org/nonprofit-conversations/>

⁵ <https://washingtonnonprofits.org/public-policy/coalitions/>

MEMBER DISCOUNT PROGRAMS

You have better things to do than to search for good deals. That is why Washington Nonprofits uses the collective strength of our membership to get deals for you.

501 Commons – management consulting and back office services

Washington Nonprofits members receive member pricing on 501 Commons trainings and events.

Coeus Global – background checks

Coeus Global is a national background check and HR compliance service provider. Your organization may save 40% or more on background check services on staff and volunteers and free risk management and HR compliance consultancy.

Firespring – website services

Firespring provides professional looking website design that can take online donations for your nonprofit. Contact membership@washingtonnonprofits.org to find out how to take advantage of this benefit or attend one of their free educational website trainings.

GrantStation – funding database access and tools

Washington Nonprofits is pleased to offer GrantStation as a member benefit to help your organization find local, statewide and national funding opportunities. Members can purchase a membership for only \$75 (that's 90% off the regular price of \$699).

Little Green Light – cloud-based database

Little Green Light user-friendly client relationship management (CRM) database ideal for small-list organizations, especially small nonprofits. Washington Nonprofit members receive a \$150 credit toward their first-year subscription, a saving of over 30%.

Office Depot – office supplies & printing

You can save up to 60% on everyday essentials you need, from copy paper to printers to office furniture with an exclusive Washington Nonprofits member discount code. Contact membership@washingtonnonprofits.org for information on how to register.

ReadyTalk – conference calls

ReadyTalk is a cost-effective, web-based conference service. This is a great way to save travel cost and still keep connected in real time.

Unemployment Services Trust – employment tax alternative

Unemployment Services Trust (UST) is an employment-tax alternative that also provides claims administration, expert representation for organizations at unemployment hearings, and human resource advising. This service is recommended for nonprofits with over 10 staff members.

FREQUENTLY ASKED QUESTIONS

How long does my membership last?

Your membership is good for one full year. You will receive an email inviting you to renew two months before your membership expires.

How do I register for events?

Click on the calendar on our home page at washingtonnonprofits.org/calendar and then select the event of interest to you. You'll be taken to a description page with more information that also includes a 'Register' button.

What if I can't register for an event?

If you have difficulties registering for any event, please email learning@washingtonnonprofits.org. If you are having difficulties registering for a members-only event, please email membership@washingtonnonprofits.org. Our staff is more than happy to help!

Do you offer membership scholarships?

We know that there are many nonprofits with limited budgets. That is why our membership fees start at \$45. We believe that your organization will receive great value for your dues. We have discontinued our membership scholarship program to focus on building a robust nonprofit support program.

Can you advise my nonprofit?

We would be happy to talk with you to direct you to resources or partners who may be able to help. We do not ourselves provide any coaching or consulting services to individual nonprofits.

I am a consultant or for profit business. How do I offer services to other members?

Membership discounts are chosen based on demand expressed by our nonprofit members. You are welcome to email us at membership@washingtonnonprofits.org to share information and ask to be considered.

I am a consultant or for profit business. How do I become a presenter?

Washington Nonprofits produces a highly acclaimed learning program with partners across Washington. We use [these standards](#) to guide our decisions around presenters. A great way to get on the list of possible presenters is by emailing us at learning@washingtonnonprofits.org and asking to be put on our RFP list.

How do I renew my Washington Nonprofits membership?

You will receive an email two months before your membership expires, and it will have a direct link so that you don't have to retype all of your organization's information.

You may also click 'Join or Renew' on our website washingtannonprofits.org anytime. You'll find it under the Membership tab. Select the tab next to your membership type and complete the online application.

May I pay by check?

We much prefer that you renew online using a credit card—it saves us resources and starts your membership immediately. You may pay by check if you prefer. Go to the “renew” page on our website, complete the information, and note that you will be paying by check. If you really prefer not to register online, you may download the membership form and send it into our administration office with a check made out to Washington Nonprofits. Your membership is active once we have processed your application and payment.

Washington Nonprofits
120 State Avenue #303
Olympia, WA 98501

CONTACT US

Laura Pierce
Executive Director

Laura Pierce became Executive Director in October 2016 after being a member and partner with Washington Nonprofits for many years.

- Contact Laura for:
- Administration
 - Sponsorship/partnership opportunities



Nancy Bacon
Director of Learning and Engagement

Nancy leads Washington Nonprofits' learning and engagement programs.

- Contact Nancy for:
- New learning or membership initiatives
 - Regional conferences
 - Sponsorships/partnerships



JoAnn Crabtree
Data Manager

JoAnn Crabtree is Washington Nonprofits' data manager and Salesforce administrator. A former computer programmer/ systems analyst and consultant she now specializes in data migrations and Salesforce integrations.



Julia Hunter
Membership Services & Administrative Coordinator

Julia supports our membership program with access, information, and troubleshooting membership concerns.

- Contact Julia for:
- New/Renewing membership
 - Member benefits
 - Engagement/access concerns



Tom Lang
Learning Program Manager

Tom oversees the implementation of Washington Nonprofits' learning programs.

- Contact Tom for:
- Event support or questions
 - Event registration issues



Marisol Morales
Learning Coordinator

Marisol supports the learning program and organizes organization-wide communications.

- Contact Marisol for:
- Event registration issues
 - Updates to your records



David Streeter
Director of Public Policy and Advocacy

David directs our public policy and advocacy efforts.

Contact David about questions related to policy or advocacy.



All staff members can be reached by email using their first name @ washingtonnonprofits.org.
Phone: (855) 299-2922

You can also reach our programs by **info**, **membership**, or **learning** @washingtonnonprofits.org.

BOARD MEMBERS

OFFICERS

President

Lee Harper
Phinney Neighborhood Association
Seattle

Vice President

Lawson Knight
Intermountain Impact Investments
Walla Walla

Treasurer

Sandy Gill
Northwest Nonprofit Resources
Spokane

AT-LARGE MEMBERS

Terrie Ashby-Scott, MSW, PhD
Washington State Opportunity
Scholarship
Spokane

Sheri Emerson
Opportunity Council
Bellingham

Jeannette Privat
Nonprofit & Philanthropy Resource
Center
Redmond

Nancy Yamamoto
City of Seattle Office of Economic
Development
Seattle

2018 CALENDAR

January	January 12 – Monthly Member Call
February	February 9 – Monthly Member Call February TBD – 5 th Annual Legislative Reception
March	March 9 - Monthly Member Call
April	April 13 - Monthly Member Call April 18 - Central Washington Conference for the Greater Good (Yakima)
May	May 11 - Monthly Member Call May 16 - Washington State Nonprofit Conference (Bellevue)
June	June 8 - Monthly Member Call
July	July 13 - Monthly Member Call
August	August 10 - Monthly Member Call
September	September 7 - Monthly Member Call
October	October 12 - Monthly Member Call October TBD - Inland NW Conference for the Greater Good (Spokane)
November	November 9 - Monthly Member Call
December	December 14 - Monthly Member Call

For the latest list of Washington Nonprofits events online and in person, visit
www.washingtonnonprofits.org/calendar.

We look forward to seeing you at an upcoming event!

We regularly update the Member Handbook. For the latest version, visit
www.washingtonnonprofits.org/memberhandbook.