



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](http://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.
- 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.
- Put at least one conference on your organizational calendar. (See our website [washingtonnonprofits.org](http://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

- Use our Learning Planning Guide<sup>1</sup> to 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

- 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 constantly add new courses and are open to exploring new topics.

## EVERYONE

- Sign up for the email list at [washingtonnonprofits.org](http://washingtonnonprofits.org)<sup>2</sup> and indicate what topics you'd like to be kept informed about. Read previous editions of the monthly newsletter, *The Connector*.<sup>3</sup>
- Visit our learning hub called the *Washington Nonprofit Institute* through our main website at [www.washingtonnonprofits.org](http://www.washingtonnonprofits.org) or at the direct link [www.wanonprofitinstitute.org](http://www.wanonprofitinstitute.org) to become more familiar with our learning toolkits on Boards, Finance, Legal, Planning, and more.
- Stay on top of your membership benefits by reading the monthly member emails. Add [info@washingtonnonprofits.org](mailto:info@washingtonnonprofits.org) to your contacts so that emails aren't blocked by firewalls.
- Follow Washington Nonprofits on social media.<sup>4</sup> We keep in touch through [Facebook](https://www.facebook.com/WANonprofits/), [Twitter](https://twitter.com/WaNonprofits), and [LinkedIn](https://www.linkedin.com/company/washington-nonprofits/).

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

<sup>2</sup> <https://washingtonnonprofits.org/membership/sign-up-for-our-email-list/>

<sup>3</sup> <http://washingtonnonprofits.org/category/connector/>

<sup>4</sup> <https://www.facebook.com/WANonprofits/>, <https://twitter.com/WaNonprofits>, <https://www.linkedin.com/company/washington-nonprofits/>

# 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 "An Assessment of Capacity Building in Washington State."<sup>5</sup> 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.

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<sup>5</sup> <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 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 two annual conferences in Bellevue and Yakima.<sup>6</sup>

## 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, such as Boards in Gear. Other sets of materials are great for staff training, such as on fundraising and HR.

## ON YOUR OWN – Webinars, videos, toolkits

Maybe you need a refresher reading 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 on your schedule. These can be accessed for free on the Washington Nonprofit Institute site. We partner with MindEdge<sup>7</sup> to offer other on-demand professional development courses at a discount to members.

### WAYS TO ENGAGE - Learning

- ❑ Add [info@washingtonnonprofits.org](mailto:info@washingtonnonprofits.org) and [learning@washingtonnonprofits.org](mailto:learning@washingtonnonprofits.org) to your contacts so that emails aren't blocked by firewalls.
- ❑ Visit our calendar: [washingtonnonprofits.secure.nonprofitsoapbox.com/calendar](https://washingtonnonprofits.secure.nonprofitsoapbox.com/calendar)
- ❑ Register for events in your area and online events that are relevant to you. Washington Nonprofits offers free monthly webinars on a variety of topics.
- ❑ Visit the Washington Nonprofit Institute, our online learning site: <http://www.wanonprofitinstitute.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.

<sup>6</sup> <https://washingtonnonprofits.org/learning/conferences/>

<sup>7</sup> <https://www.wanonprofitinstitute.org/on-demand-courses/mindedge/>

# 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 Agenda<sup>8</sup> uses the National Council of Nonprofit’s agenda as a starting point and customizes it to our local needs and opportunities. Our framework has 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 work 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** 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.

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<sup>8</sup> <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 alternative resources to others.

**Find a network:** Find your region by clicking on the map of Washington State on the right side of our website and see what networks are currently running nearby.

**Create a network:** Our [Nonprofit Conversations](#)<sup>9</sup> 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 cause. We keep a list of active coalitions<sup>10</sup> 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 connect with other members in your community, please email us at [membership@washingtannonprofits.org](mailto:membership@washingtannonprofits.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 us about other members in your area.
- Read our monthly member spotlights in *The Connector* and let us know if you have a story to share for the member spotlight.

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<sup>9</sup> <https://www.wanonprofitinstitute.org/bring-learning-to-your-board/>

<sup>10</sup> <https://washingtannonprofits.org/public-policy/coalitions/>

# MEMBER DISCOUNT PROGRAMS

*\*as of August 30, 2018*

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.

Members have access to a [password protected page](#)<sup>11</sup> with discount codes and information on how to take advantage of these programs. Contact [membership@washingtonnonprofits.org](mailto:membership@washingtonnonprofits.org) with questions.

## **501 Commons** – training and networking

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

## **The Better Fundraising Co** – fundraising training and products

Washington Nonprofits members receive 25% off these courses and products.

## **Coeus Global** – background checks

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

Members get three months of free service and save 15% off the list price for Firespring professional services.

## **Foundation Directory** – funding database

Members receive a discount on an annual or biennial subscription ranging between 10-20%.

## **GrantsMagic U** – grant writing course

Members have a \$100 credit on The Ultimate Grant Proposal Blueprint and receive discounts on learning events throughout the year.

## **GrantStation** – funding database access and tools

Purchase a membership for only \$75 (the regular price is \$699) or subscribe to free weekly newsletters from GrantStation with the latest funding news and information.

## **Idealware** – quality learning about technology topics

Members receive a 20% discount on trainings with an exclusive discount code.

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<sup>11</sup> <https://washingtonnonprofits.org/memberresources/>

**Little Green Light** – cloud-based database

Members receive a \$150 credit toward your first-year subscription, a saving of over 30%.

**MindEdge** – on demand courses

Member receive a 20% discount on all courses offered through Washington Nonprofits.

**Nonprofit Quarterly** – investigative journalism for nonprofits

Member receive \$10 off subscription.

**Nonstop Wellness** – partially self-funded healthcare

Affordable health insurance for nonprofits with 50+ employees on benefits.

**Office Depot** – office supplies & printing

You can save up to 60% on everyday essentials you need, from copy paper to printers to office furniture.

**ReadyTalk** – conference calls

Receive discounted conferencing rates—3.9¢/minute audio and 7¢/minute web.

**TriNet** – HR solutions including benefits

This PEO (Professional Employee Organization) offers HR solutions specifically to nonprofits and can be a good option for affordable benefits for small organizations.

**Unemployment Services Trust** – employment tax alternative

This service is recommended for nonprofits with over 10 staff members and can save you up to 60% on unemployment costs.

# 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 the right side of our home page or go to [washingtannonprofits.secure.nonprofitsoapbox.com/calendar](http://washingtannonprofits.secure.nonprofitsoapbox.com/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@washingtannonprofits.org](mailto:learning@washingtannonprofits.org). If you are having difficulties registering for a members-only event, please email [membership@washingtannonprofits.org](mailto:membership@washingtannonprofits.org). Our staff is more than happy to help!

## **How do I find/use my member discount code?**

We keep an up to date list of member discount codes on a password protected page on our website: [washingtannonprofits.org/memberresources/](http://washingtannonprofits.org/memberresources/). Members will receive the password in regular communications, but you can always ask for it by emailing [membership@washingtannonprofits.org](mailto:membership@washingtannonprofits.org). Once you are ready to use it, go to the registration page for an event. Above the "Billing Information" section there will be a field where you can "Enter Promo Code." Type in the code, click "Apply Code," and your discount will reflect in the cost of the event.

## **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 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@washingtannonprofits.org](mailto:membership@washingtannonprofits.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](#)<sup>12</sup> 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](mailto: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. If you do not receive this email, contact [membership@washingtonnonprofits.org](mailto:membership@washingtonnonprofits.org) for your renewal link.

### **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. When you renew in your registration form, 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<sup>13</sup> 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**  
**1265 S Main St #206**  
**Seattle, WA 98144**

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<sup>12</sup> <https://washingtonnonprofits.org/learning/learning-guidelines/>

<sup>13</sup> <https://washingtonnonprofits.org/wp-content/uploads/2018/05/Membership-Invoice-2018.pdf>

# 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**  
*Associate Director*



Nancy leads Washington Nonprofits' learning and engagement programs.

Contact Nancy for:

- New learning or membership initiatives
- Regional conferences
- Sponsorships/partnerships

**Julia Hunter**  
*Membership & Learning Coordinator*



Julia coordinates both our membership and learning programs, giving support 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

**Gabriel Cruden**  
*Program Manager – Eastern Region*



Gabriel is the contact for learning events and nonprofit networks in Eastern Washington.

Contact Gabriel for:

- Events in Eastern Washington

**David Streeter**  
*Director of Public Policy and Advocacy*



David directs our public policy and advocacy efforts.

Contact David for:

- Policy and/or advocacy concerns

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.



**JoAnn Crabtree**  
*Data Manager*



**Amanda Judd**  
*Operations Director*

# BOARD MEMBERS

## OFFICERS

### **President**

Lawson Knight  
Edward Jones  
*Walla Walla*

### **Vice President**

Terrie Ashby-Scott  
Washington State Opportunity  
Scholarship  
*Spokane*

### **Treasurer**

Sandy Gill  
Northwest Nonprofit Resources  
*Spokane*

### **Secretary**

Sheri Emerson  
Opportunity Council  
*Bellingham*

## AT-LARGE MEMBERS

Judy Andrews  
Apex Law  
*Seattle*

Laura Armstrong  
La Casa Hogar  
*Yakima*

Tina Flores-McCleese  
Clarity  
*Port Townsend*

Martin Kooistra  
Housing Development Consortium of  
Seattle-King County  
*Seattle*

Erick Seelbach  
Pierce County AIDS Foundation  
*Tacoma*

Rhona Sen Hoss  
Senator Anita Cleveland's Office  
*Vancouver*

Trudy Soucoup  
Homes First  
*Lacey*

## 2018 CALENDAR

January	January 9– Policy Advisory Call January 12 – Monthly Member Call
February	February 9 – Monthly Member Call February 27 – 5 <sup>th</sup> Annual Legislative Reception
March	March 9 - Monthly Member Call March 14 – Policy Advisory Call
April	April 13 - Monthly Member Call April 18 - Central Washington Conference for the Greater Good (Yakima)
May	May 11 - Monthly Member Call May 15-16 - Washington State Nonprofit Conference (Bellevue) May 30 – Policy Advisory Call
June	June 8 - Monthly Member Call
July	July 13 - Monthly Member Call
August	August 10 - Monthly Member Call
September	September 5 – Policy Advisory Call September 14 - Monthly Member Call
October	October 12 - Monthly Member Call
November	November 9 - Monthly Member Call November 14 – Policy Advisory Call
December	December 14 - Monthly Member Call

For the latest list of Washington Nonprofits events online and in person, visit [washingtonnonprofits.secure.nonprofitsoapbox.com/calendar](http://washingtonnonprofits.secure.nonprofitsoapbox.com/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](http://www.washingtonnonprofits.org/memberhandbook).