



9 AREAS OF CAPACITY BUILDING EXPERTISE

1. Strategic Planning

Do you have a well-articulated strategic plan to support your organization’s mission?

SVP can:

- Facilitate strategic planning
- Prioritize areas of investment/focus for the organization
- Identify measurable goals

2. Management/Leadership

Do you have an executive staff experienced in nonprofit management?

SVP can:

- Provide 1-1 mentorship
- Help develop a succession plan
- Recommend resources for leadership training

3. Governance (Board Development)

Does your board provide strong direction and support with enough knowledge about the nonprofit sector?

SVP can:

- Provide governance workshops
- Help develop job descriptions, onboarding manuals, policies, evaluation tools
- Help define the staff vs. board responsibilities

4. Human Resources (including volunteers)

Do you have a solid plan for recruiting, training, developing and retaining staff?

SVP can:

- Provide HR workshops
- Support with pro-bono legal advice (as labour lawyers are available)



- Help develop job descriptions, hiring processes, compensation plans, performance management systems, positive team culture, terminations issues.

5. Fund Development

Do you have diversified funding sources, a secure donor management system, organizational fundraising skills and enough revenue?

SVP can:

- Provide professional fundraising training (cost \$150 p/month for unlimited access)
- Provide 1-1 mentorship
- Support with fund development plans, prospecting, case for support, campaign development, donor systems, the asks, special events.

6. Financial Management

Do you have a sound financial plan, solid systems, and sufficient oversight to manage your financial situation?

SVP can:

- Conduct a baseline assessment of financial systems
- Provide 1-1 mentorship
- Help develop strong financial policies, meaningful budgets, and preparation for audits

7. Marketing and Communications

Do you understand your target audience(s) and are you prepared with appropriate messages and materials?

SVP can:

- Deliver workshops
- Help develop a communications plan that includes strategy for website, social media channels and designed emails
- Advise on key messages/voice for your organization

8. Technology

Do you have current, high-functioning technology that maximizes efficiencies in your organization?

SVP can:



- Provide a baseline assessment
- Develop an IT go-forward plan
- Invest resources in necessary solutions

9. Social Impact Measurement

Do you have good, local data that demonstrates the effectiveness of your mission?

SVP can:

- Provide a baseline assessment
- Develop a monitoring and evaluation plan
- Support you to create realistic systems to capture data

What Kind of Support?

SVP has a continuum of engagement including:

1. “Phone a friend” – we can book a 30-minute phone call with one of our partners to ask them a question about one of these topics!
 - a. Examples include: A technical labour question or an accounting best practices question
2. “Brainstorming session” – we can book a 2-hour session with partners who have expertise in your area of interest, who can provide high-level advice on your question or challenge. This can often lead to project-based work.
 - a. Examples include: How do we increase our brand presence (Marketing-Communications) or How do we recruit board members (Governance)
3. “Projects” – we can identify a partner who can take on a project that ranges from 1-6 months, who can work with you to see it through to fruition.
 - a. Examples include: Strategic Plan development or an Employee Manual

Have a few questions but not sure where to start? Why not ask for a ‘brainstorming session’ on one or more topics, where we can pull together a group of partners for a discrete opportunity for advice!

We’re here to help!