



## **How can we help you make a greater impact?**

One of the major pillars of our mission at the Bergen Volunteer Center is to strengthen the nonprofit sector across the broader Bergen County region. Therefore, we are committed to becoming a strategic partner to all nonprofits in our community by helping each organization to fulfill its mission. For this purpose, we have developed an array of services and benefits for our agency members. These offerings are aimed at helping you, our nonprofit agency partners, improve your effectiveness, allowing you to have greater impact on the community you serve.

### **EFFECTIVELY RECRUIT AND MANAGE VOLUNTEERS**

- Access to a robust and highly accessible database (**Get Connected**) which maintains comprehensive data on agencies and their volunteer opportunities. Member agencies are able to:
  - List an unlimited number of volunteer opportunities
  - Manage their own landing page, add photos/videos, links to social media, and create an individualized web presence
  - Include volunteer postings in Volunteer Center E-Newsletter and receive email blast support for urgent volunteer recruitment needs
- Invitation to participate in school / college, corporate and volunteer fairs
- Free one hour consultation on volunteer management
- Bi-monthly Volunteer Managers' Roundtables to share best practices and problem solve with other volunteer management colleagues
- Unlimited discounted tickets to *Celebrate Volunteers*, an annual volunteer recognition ceremony organized by the Volunteer Center where all member agencies will have the opportunity to highlight the great work of individual volunteers

### **BUILD STRATEGIC RELATIONSHIPS WITH ORGANIZATIONS ACROSS NONPROFIT AND FOR-PROFIT SECTORS**

- Semi-annual Executive Directors Roundtables to discuss current issues impacting the local nonprofit sector, share best practices, and forge partnerships / collaborations
- Annual speed dating event between corporations (including Business Volunteer Council members) and nonprofit organizations
- Opportunity to host a corporate group for *All in a Day's Work*. Provide a volunteer experience for corporations that have employee volunteer programs. We will provide \$250 stipend to subsidize some of the costs of hosting the event

### **INCREASE MEDIA ACCESS AND VISIBILITY**

- Expert Database for referrals to media: member agencies will have the opportunity to include their areas of expertise and contact information into a database which we will use to refer media/press personnel

- Complimentary media and cultural competency training offered by experienced professionals
- Blog postings on the Volunteer Center site featuring a member agency (agency supplies the story/photos for the post)
- Likes/Shares/Postings for member agencies on Bergen Volunteer Center's Facebook / Twitter

#### **ENHANCE BOARD AND STAFF CAPACITY**

- **BoardLink:** Matching service that provides nonprofit agency members with access to business executives and professionals who are trained and referred based on mutual needs and interests (*for an additional fee- see attached for more information*)
- **SkillsLink:** Matching the nonprofit organization with local corporate talent strategically targeting their skills to complete volunteer projects and allowing you to fill important gaps in your infrastructure
- Discounted pricing on customized trainings in a variety of areas (i.e. board effectiveness, marketing, strategic planning- *contact us for consultation/ pricing*)

#### **GAIN COST EFFICIENCY THROUGH SHARED SERVICES**

- Special Event Tools Inventory: Database of special event items (e.g. step and repeat frames) that can be used for members to lend/borrow items for special events
- Back office consultation/support and unlimited access to GoToWebinar / GoToMeeting to host / record live webinars or hold board meetings virtually, valued at more than \$1000 per year (*for an additional fee of \$50*)

Please review all of the attached materials and select the offerings that best meet your organization's specific needs. Feel free to contact Debbie Emery with any questions at demery@bergenvolunteers.org, 201-489-9454, ext. 202.



## 2017 Nonprofit Agency Membership and Services

Offerings	Description	Price	Check to indicate your selection(s)
<b>Basic Nonprofit Agency Membership</b>	<ul style="list-style-type: none"> <li>• Access to Get Connected, including ability to post unlimited number of volunteer opportunities and create unique landing site</li> <li>• Listings on our "HOT JOBS" web-board and blog</li> <li>• Free one-hour consultation on Volunteer Management</li> <li>• Invitation to participate in school/college, corporate, and volunteer fairs</li> <li>• Invitation to participate in All in a Day's Work with \$250 agency stipend</li> <li>• Invitation to Celebrate Volunteers with \$10/person ticket price</li> <li>• Invitation to bi-monthly Volunteer Manager's &amp; semi-annual Executive Director's Roundtables</li> <li>• Invitation to annual speed dating event between corporations and nonprofits</li> <li>• Inclusion in Expert Database for media referrals</li> <li>• Free media and cultural competency training</li> <li>• Blog and social media postings about your agency (content provided by agency)</li> <li>• Access to SkillsLink</li> <li>• Discount on customized trainings</li> <li>• Access to Special Event Tools Inventory</li> </ul>	\$100 / yr	
<b>*Back Office Support Including GoToWebinar / GoToMeeting</b>	Support with 2-3 basic back office jobs / projects as well as unlimited access to GoToWebinar / GoToMeeting	\$50 / yr*	
<b>*BoardLink enrollment , assessment and search fee</b>	Comprehensive assessment of your organization's work, culture, needs/challenges and skills you seek on your board. This fee includes up to 5 potential candidates and upon placement, additional finder's fee will be due (see attached brochure)	\$250 one-time fee*	

*\*must be an agency member to access these additional services*

**Agency Name:** \_\_\_\_\_

**Agency Contact, Name & Title:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address:** \_\_\_\_\_

**TOTAL Amount Due / Included:** \_\_\_\_\_

**Please complete and submit by March 1, 2017. Make checks payable and send to:**

**The Bergen Volunteer Center  
64 Passaic Street, Hackensack, NJ 07601**

**To pay by credit card, [Click Here!](#)** Please select "Agency Membership" option under "I want my donation to be designated toward..."

# 2017 Volunteer Managers' Roundtables

## Who should attend:

- Volunteer Managers
- Program Coordinators
- Executive Directors
- Board Members
- Anyone who recruits or supervises volunteers!



Bergen Volunteer Center  
64 Passaic St.  
Hackensack, NJ 07601  
(201) 489-9454  
[www.bergenvolunteers.org](http://www.bergenvolunteers.org)

## Calling all Volunteer Management Professionals!

**Keep your skills sharp, find out about new ideas, share resources, and get answers to your questions about making the most of your volunteer workforce.**

Please join us for bi-monthly lunchtime discussions on volunteer management. These sessions are informal yet interactive, so bring your lunch and be prepared to learn from and share with other local industry professionals. We'll also have time for networking and group problem-solving activities.

**2017 Dates (all sessions 11:30 AM – 1:00 PM)**

Thursday, January 19  
Thursday, March 16  
Thursday, May 18

Thursday, July 20  
Thursday, September 21  
Thursday, November 16

These sessions are free, but all attendees must be pre-registered to attend. To RSVP, please call (201) 489-9454 ext. 202 or email [demery@bergenvolunteers.org](mailto:demery@bergenvolunteers.org).

The Roundtables are "brown bag," so please bring your own lunch – we'll provide soft drinks. All sessions will be held at the Volunteer Center of Bergen County, 64 Passaic Street, Hackensack, NJ 07601. Driving directions and parking instructions will be emailed to registered attendees before each session.

### Registration Form: Volunteer Managers' Roundtables

Date(s) you will attend:

Name

Title

Agency

Email

Mailing Address

Phone

Fax

Fax Form to (201) 489-1995, email [demery@bergenvolunteers.org](mailto:demery@bergenvolunteers.org), or mail to Debbie Emery, Director, Community and Youth Engagement – Bergen Volunteer Center – 64 Passaic Street, Hackensack, NJ 07601  
Or Register Online at [www.bergenvolunteers.org](http://www.bergenvolunteers.org)

# BoardLink™

## Nonprofit Board Member Matching Services

### Here's How it Works:

#### STEP 1: Organization Application

Complete the Nonprofit Organization Boardlink Application. We will ask you to share detailed information and documentation regarding your mission and programs, the challenges facing your organization, the skills you seek on your board, the time and financial commitments expected from board members, and the types of committees you have established. We'll use this information to create a comprehensive BoardLink Organization Profile that will help us find the best potential board candidates to fit your organization's needs. An interview and onsite visit with your key staff will be scheduled.

#### STEP 2: Candidate Selection

We search our BoardLink-certified database of highly motivated, skilled and trained professionals to strategically select potential board candidates who match your organizations's unique needs. Each candidate receives a report summarizing your board culture, mission, needs and expectations.

#### STEP 3: Meeting

For those candidates who express interest, we facilitate a meeting between the candidate and your organization's representatives.

#### STEP 4: Placement

If mutual interest and rapport is expressed, we facilitate successful placement, and provide followup support to all parties.

### Costs:

\$250\* assessment and search fee, plus a finder's fee for each successfully matched board member. The finder's fee is calculated on a sliding scale based on your nonprofit's annual budget:

>100K → \$150	100K-499K → \$250
500K-750K → \$350	750K+ → \$500

\*The \$250 search fee includes up to 5 potential candidates.

### BoardLink Board Member Certification

At Boardlink, we recruit, train and certify professionals who are motivated to serve on nonprofit boards. Our unique board training program includes courses such as Nonprofit Board Governance, Culture of Philanthropy, Risk Management and Fiduciary Responsibility. Only candidates who have successfully completed the course program are approved to participate in the BoardLink matching program.



For more information contact  
Debbie Emery at 201-489-9454, ext. 202  
or demery@bergenvolunteers.org

### BoardLink Consulting Services

Sometimes the best way to overcome the challenges facing your board is to engage an experienced outsider to observe and facilitate change. BoardLink's **Governance and Board Leadership Consulting Services** are designed to meet the unique needs of your nonprofit organization. Our team of consultants and educators have years of experience and expertise to help your nonprofit reach its highest leadership potential. Consulting services include:

#### Customized Board Training

We provide onsite or webinar-based board training to address the unique and immediate issues facing your organization. Tailored training sessions may include topics such as:

- Transitioning from Operations to Governance Board
- Fundraising: Cultivation and Stewardship
- Succession Planning
- Board Recruitment Integration and Retention
- Strengthening Relationships
- Reinvigorating Your Roles and Responsibilities

**Onsite Training** ..... \$200 per hour\*  
 \$500 half day  
 \$800 full day

We provide full, half day, or 1 hour trainings at your facility geared toward your specific training specifications.

*\*board retreat pricing varies based on specific needs.*

**Online Webinar Training** ..... \$75 members  
 \$100 non-members

Our webinar training provides the same rich content as our onsite training, but is offered in a live online meeting environment. Online webinars provide a cost-effective way to meet your training needs when there are geographic barriers to participating in an onsite setting.

Inspiring leadership.

Engaging business.

Meeting community needs.