Bringing Professional Development to the Forefront

Forefront’s 2019-2020 Professional Development Programming for Nonprofits & Grantmakers
Forefront is Illinois’ statewide association representing grantmakers and nonprofits as well as their advisors and allies. Our mission is to build a vibrant social impact sector for all the people of Illinois.

We provide education, advocacy, thought leadership, and facilitate collective action around issues that are important to our Members and to the sector.

Currently, Forefront has more than 1,100 Members throughout Illinois. Our Nonprofit Members work in more than 26 different issue areas across the state. Our Grantmaker Members include private foundations, such as family foundations and independent foundations, public charities, corporations, donor-advised funds, charitable trusts, and individual philanthropists. We also actively engage social entrepreneurs, impact investors, and B-Corps to spur innovation in the sector.

This best-in-class curriculum of professional development workshops is aimed at helping grantmakers and nonprofits across Illinois.

For more information on how Forefront can support your work, go to MyForefront.org.
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Questions about a particular Grantmaking workshop?  
Feel free to contact Lisa May Simpson, Vice President,  
Learning & Engagement at 312-327-8931 or  
lsimpson@myforefront.org.

Grantmakers Institute – Trends in Grantmaking  
2/12/2020  2:30pm-4:30pm  
What does 2020 hold for the practice of grantmaking? Join a panel of experienced grantmakers for an honest reflection on how current philanthropic trends and challenges affect your organization’s mission and what you might find yourself tackling in the coming year.

Grantmakers Institute - Grantmaking Fundamentals  
2/13/2020  9am-3pm  
This session will equip you to meet your greatest challenges as a new program officer. You’ll explore your role and how it fits and functions in your organization. You’ll learn about the states of a nonprofit organization’s development and their relevance in assessing proposals. And you’ll discuss other topics that will strengthen your contributions on the job: how to build relationships in the field; ways to prepare for and conduct site visits; and approaches to the ethical challenges program officers often face.
Evaluate — by grantees and foundations — is key to knowing whether we’re making the change we want to see in the world. But it’s not an easy task. This workshop on the fundamentals of evaluation in grantmaking will provide a framework for evaluating your own work, structures for good evaluation, guidelines on how to use data more effectively, and ways to fund evaluation.

Grantmakers Institute - More Dos than Don’ts: Private Foundations and Advocacy
2/28/2020  11:30am-1:30pm

In this lively lunchtime conversation, we will dispel — once and for all — the myths around supporting and engaging in advocacy. In particular, we’ll smash the mythology around language in grant agreements that prohibit grantees from engaging in lobbying. We’ll also learn a few effective strategies for partnering with grantees to help their advocacy work. Staff and trustees of grantmaking organizations are encouraged to attend this session.

Grantmakers Institute - Assessing Nonprofit Financial Health
3/4/2020  9am-3pm

Understanding the financial health of both current and prospective grantees is a critical part of the grantmaking process. Nonprofit organizations face increasing financial challenges in today’s operating environment and in order to make sound funding decisions, grantmakers must have a firm grasp of the story told by the numbers. Focusing on effective approaches to reading and interpreting audited financial statements and the IRS Form 990, this course will equip grantmakers to understand their grantees’ financial reality, with concepts and tools applicable to grantees across a range of mission areas and business models.

Grantmakers Institute - Reviewing Proposals with the Board in Mind
3/12/2020  12pm-2pm

Foundation staff have a responsibility to help the board consider opportunities that preserve the foundation’s charitable purpose and also do justice to the prospective grantee. This session explores approaches to reviewing proposals in the context of board priorities and interests. How do you find the balance between subjective and objective, advocate and reporter? How does knowing what the board wants shape how you communicate with applicants, how you handle applicant questions as well as your own, and how you prepare for your board’s final review? Join our panelists to discuss experiences and strategies.

OTHER GRANTMAKER WORKSHOPS

Journey to Equity
10/30/2019  9am-2pm

There have been a lot of conversations about diversity, equity, and inclusion practices in our sector. Exponent Philanthropy and Forefront invite lean funders – funders with no or few paid staff – to join us to explore the different approaches you can take to implement these practices, hear from peers in your community about their journeys, and reflect on how these practices impact your funding areas. We thank The Racial Equity in Philanthropy Fund for their support of this program.

This free event is only open to Forefront Grantmaker Members

Moving From Idea to Impact
11/13/2019  12pm-1:30pm

Drawing on more than 25 years as a leader in philanthropy, Gwen Walden recently published a paper that focuses on one of our sector’s pervasive challenges: transforming the inspiring ideas discussed in board rooms into real-world impact. The paper provides a framework for more successfully mapping out and making that journey across the often-complex implementation phase of philanthropic efforts. The framework focuses on three Ps—People, Partners, and Platforms—that drive social change. This workshop will explore the framework and provide a tool to help participants take a deep look not just at the concepts they envision, but at the strategic implementation process at the core of successful philanthropy.

This free event is only open to Forefront Grantmaker Members

Equitable Evaluation for Grantmakers
12/12/2019  9am-10:30am

Join fellow grantmakers for a peer-to-peer discussion about equitable approaches to evaluation. Bring your questions, your experience, and your challenges to this exploration of available tools and how they can be applied in the complex environment of a grantmaking institution.

This free event is only open to Forefront Grantmaker Members

Foundations on the Hill
3/9/2020-3/11/2020

Foundations on the Hill (FOTH) is a two-day event that brings together hundreds of foundation leaders from across the country to meet with Congress to discuss issues of critical importance to philanthropy. FOTH aims to inform and educate Congress about philanthropy; create visibility for philanthropy on Capitol Hill; advocate on issues affecting foundations and communities; and encourage Congress to view foundations as a resource and partner on key public policy issues. Join your Forefront colleagues for this invaluable professional development opportunity and to help elected officials understand the value of philanthropy to the social and economic fabric of our country.

Leadership and Authority in Grantmaking
4/10/2020  9am-12pm

How do power and authority come into play in your work as a grantmaker? When is that authority helpful, when is it harmful, and how do you know the difference? Join us for an exploration of authority, leadership, and the distinctions between the two. You’ll leave with a better understanding of your own authority and tools to determine when and how to put it to good use.

This free event is only open to Forefront Grantmaker Members
As part of our mission, Forefront offers webinars on a host of subjects to both grantmakers and nonprofits. All webinars are free for Members, $15 for non-Members, and are available across the entire state.

**BEST PRACTICES**

**Best Practices 101 Series**

In the fall of 2019, Forefront released an updated Illinois Nonprofit Principles and Best Practices. The guide provides insight on how organizations in Illinois can put their best foot forward in a wide range of important issues, including board governance, legal compliance, responsible stewardship, and communication. As a service to nonprofits and foundations across the state, we are holding regular sessions, led by the legal experts at Quarles and Brady LLC, to dig into specific subjects mentioned in the updated guide, with further elaboration and the opportunity for attendees to ask questions. These live-cast workshops will be available to anyone across the state, with upcoming dates and times posted on our website, MyForefront.org.

**Plain Language**

9/17/2019 10am-11am  Members: Free   Non-Members: $15

Over 30 million people in the U.S. struggle with reading and writing. When content is presented in a confusing and difficult way, they’re blocked from accessing critical information about health, employment, community service, and related topics. This workshop from the Clear Language Lab, which promotes equity and transparency through effective communication, will help you identify benefits of plain language, use basic principles of plain language, and assess how reader friendly your current communications are.

**Nonprofit Tech 101**

2/20/2020 10am-11:30am  Members: Free   Non-Members: $15

New this year. As technology does more for us, it also can be more complex, even overwhelming. Tech expert Francisco Ramirez will take participants through the basics of the secure technology needed to run an effective organization. Participants also will learn tech “dos” and “don’ts” to keep your organization’s information secure.

**Questions about a particular Online Learning Opportunity?**

Feel free to contact Emily Long, Manager, Education at 312-327-8943 or elong@myforefront.org.
**Fundraising**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date &amp; Time</th>
<th>Members: Free</th>
<th>Non-Members: $15</th>
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<tbody>
<tr>
<td>Getting Ready for #ILGive</td>
<td>9/17/2019 1pm-2pm</td>
<td>Free</td>
<td>$15</td>
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<td>Learn everything you need to know about #ILGive, Illinois' Giving Tuesday campaign, including how to register your organization for the big event and the features available to make your organization as successful as possible. We'll conclude by answering any of your #ILGive questions and highlighting the resources available to make getting ready for #ILGive a breeze!</td>
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<td>Dynamic Gift Acceptance Policy</td>
<td>9/26/2019 1pm-2pm</td>
<td>Free</td>
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<td>Not all donations are alike! This webinar breaks down how and why you and your team should build a functional “gift acceptance policy” to ensure you have both the right criteria to accept a gift and know which team members should be involved in receiving it. We'll also discuss how the policy can be maintained over time.</td>
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<td>Should You Start a Nonprofit?</td>
<td>10/3/2019 10am-11:30am</td>
<td>Free</td>
<td>$15</td>
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<td>You see a need in your community and want to make a difference. Starting a nonprofit to address that need is one of many options at your disposal. This webinar, hosted by Forefront's Library team, will help you identify alternatives to starting a nonprofit, assess what your next steps should be, and provide resources if forming a 501(c)(3) is the right choice for you.</td>
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<tr>
<td>Final Steps to Success for #ILGive</td>
<td>11/7/2019 1pm-2pm</td>
<td>Free</td>
<td>$15</td>
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<td>With only a few weeks until #ILGive, Illinois’ Giving Tuesday campaign, you still have plenty of time to make sure your #ILGive campaign is ready to go. In this webinar we’ll go over last-minute tips and best practices to engage with your supporters and be successful on December 3 for #ILGive. The #ILGive team also will be available to answer your questions.</td>
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<td>Branding 101 for Nonprofits</td>
<td>12/10/2019 10am-11:30am</td>
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<td>You know your organization’s brand, right? Branding, an increasingly important concept in nonprofits, can establish a powerful and distinct presence for your organization that will attract funders and retain interest. Learn what your organization’s brand truly is, and how to make it more targeted and effective.</td>
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**Developing Talent**

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<th>Members: Free</th>
<th>Non-Members: $15</th>
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<tr>
<td>Unlock a Powerful Marketing Tool: Your Voice</td>
<td>4/7/2020 10am-11:30am</td>
<td>Free</td>
<td>$15</td>
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<td>To best market your organization, you need a “unified voice” — a consistent way of speaking about your programs and mission across all channels of communication. This custom-built webinar will show you the power of a unified voice and help you embrace the value of your voice as an effective marketing tactic. You'll also gain understanding of key marketing concepts and ideas that are part of a compelling organization description, and how to identify and utilize outside collaborators to help amplify your voice and its message.</td>
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<td>Introduction to Fundraising Planning</td>
<td>5/2/2020 10am-11:30am</td>
<td>Free</td>
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<td>Start thinking about your organization’s fundraising strategies! This introductory class will provide you the basic steps for developing a fundraising plan, including tips on:</td>
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<td>» Making your case for support</td>
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<td>» Diversifying your organization’s fundraising base</td>
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<td>» Creating a plan of action</td>
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<td>Plus, we’ll provide an extra level of support: an optional, 30-minute exercise after the class.</td>
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<td>Circle Up! Circles for Effective Meetings and Relationship Building</td>
<td>11/12/2019 10am-11am</td>
<td>Free</td>
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<td>New this year. It's a gathering arrangement that's been around for centuries. More recently, circle meetings are gaining wider acceptance as an effective way to enhance collaboration, trust, and generosity in organizations. Learn more about the structures, rituals, artifacts and the roles of the host, guardian, and scribe. Leave with a plan to host one of these potentially-transformative meetings at your organization.</td>
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<td>Building a Healthy Organizational Culture</td>
<td>1/14/2020 10am-11:30am</td>
<td>Free</td>
<td>$15</td>
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<td>Changing an organization’s culture is no easy effort: you may need to tweak it a little, or you may need a complete overhaul. But while changing your organizational culture sometimes can seem like an insurmountable challenge, the rewards of the effort are well worth it. This workshop will explore the importance of building a healthy organizational culture. You will walk away with the ability to assess the current health of your organization’s culture and identify strategies to build a healthy organizational culture.</td>
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A Passion for Board Service – Driving Long Term Board Success  
12/19/2019  9am-10am  Members: Free   Non-Members: $15  
Nonprofits cannot thrive without impassioned, dedicated boards working diligently to further their missions. This workshop will train you on the basics of what a nonprofit board does; board structure and responsibilities; characteristics of great board members; how to ensure your board makes its greatest impact; and how to recognize the life stages of your board.

Nonprofits cannot thrive without impassioned, dedicated boards working diligently to further their missions. This workshop will train you on the basics of what a nonprofit board does; board structure and responsibilities; characteristics of great board members; how to ensure your board makes its greatest impact; and how to recognize the life stages of your board.

EVALUATION

iCAT - Impact Capacity Assessment Tool  
11/13/2019  10am-11am  Free  
2/13/2020  10am-11am  Free  
The Impact Capacity Assessment Tool (iCAT), an evaluation based on anonymous survey results from key stakeholders, can help organizations better understand their strengths and challenges. Participants in this webinar will be given a quick overview of the iCAT; why an organization would use it; and who should participate in the survey and debriefing. Forefront provides free, once-a-year access to the iCAT as a benefit for Nonprofit Members. We recommend that any Member interested in utilizing the iCAT join us for the webinar.

Creating a Theory of Change  
1/23/2020  10am-11:30am  Members: Free   Non-Members: $15  
This workshop will introduce the theory of change framework and provide a guide to developing your own clear and thoughtful articulation about the change you seek to make in the world. We’ll also explore how your theory of change can serve as the foundation of successful evaluation, fundraising, stakeholder communications, and budgeting.

Effective Utilization of Nonprofit Consultants  
10/29/2019  9am-11am  Members: $35  Non-Members: $160  
Not all projects are alike. Sometimes your team doesn’t have the capacity or expertise to complete what’s on your plate successfully. Hiring a consultant can be the perfect way to close the gap and achieve your goals, but it’s hard to know where to begin. This workshop will get you up to speed on nonprofit consultant trends and resources, provide best practices for working with consultants, and give you tools for issuing Requests for Proposals (RFPs), screening, hiring, and managing consultant-led projects.

ELEVATION

Lead Right Now (Suburbs)  
11/21/2019  9am-4pm  
11/22/2019  9am-4pm  
Full Series – Members: $150  Non-Members: $500  
Doing what you’ve always done will get you the same results you’ve always gotten. If you’re ready to make more progress on the things you care about, join us for this series based on the principles and practices of adaptive leadership developed at the Harvard Kennedy School of Government. You’ll leave with a deeper understanding that anyone can lead — anytime, anywhere — while gaining tools and skills to kickstart new actions in your work.

Lead Right Now (Chicago)  
4/15/2020  9am-4pm  
4/22/2020  9am-4pm  
4/29/2020  1pm -4:30pm  
Full Series – Members: $150  Non-Members: $500  
Doing what you’ve always done will get you the same results you’ve always gotten. If you’re ready to make more progress on the things you care about, join us for this series based on the principles and practices of adaptive leadership developed at the Harvard Kennedy School of Government. You’ll leave with a deeper understanding that anyone can lead — anytime, anywhere — while gaining tools and skills to kickstart new actions in your work.

Creating a Theory of Change  
1/23/2020  10am-11:30am  Members: Free   Non-Members: $15  
This workshop will introduce the theory of change framework and provide a guide to developing your own clear and thoughtful articulation about the change you seek to make in the world. We’ll also explore how your theory of change can serve as the foundation of successful evaluation, fundraising, stakeholder communications, and budgeting.

Elevating Voices: How to Use Design to Authentically Engage with Your Community  
2/18/2020  9am-12pm  Members: $35  Non-Members: $160  
New this year. Learn the principles of community-based change management and effective methods for engaging communities you serve to make decisions and generate ideas. You’ll learn first-hand from instructor George Aye, co-founder of Greater Good Studio, to harness design to solve old problems in new ways. Using design to help spur positive behavior change, you’ll work with George to uncover hidden opportunities for innovation in your organization.

Nonprofit Professional Development  
Our calendar of programs is always growing. Be sure to visit www.MyForefront.org for details about the times and locations of programs. Our website also features information about our Member Network events designed to strengthen your practice as a nonprofit professional.
Making it Happen: Strategy in Action
4/21/2020  9am-11am  Members: $35  Non-Members: $160

Financial pressures, public policy changes, and other unforeseen challenges can derail an organization. In this workshop, you will gain an overview of best practices in operationalizing strategic goals. The session will also help you identify common challenges in making and supporting strategic initiatives. And, before it’s completed, you’ll receive sample tools for assessing and mobilizing effective work structures throughout your organization.

Appreciating Conflict and Having Difficult Conversations
5/20/2020  9am-12pm  Members: $35  Non-Members: $160

No workplace is without conflict, but you can learn to successfully navigate conflict in your organization so that your team comes out of it focused on ways to improve. This workshop will explore approaches to engaging with conflict at your organization and navigating the difficult but necessary conversations with your colleagues, leaders, and board to create an environment of trust where all parties can walk away feeling respected, seen, and heard.

FUNDRAISING

Prospect Research - Finding Grants
8/22/2019  9:30am-11am  Free
12/10/2019  9:30am-11am  Free
2/10/2020  9:30am-11am  Free
4/13/2020  9:30am-11am  Free

Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. It also can be overwhelming. This workshop will provide a place to start a search for funding. You’ll get a brief overview of our databases, the Library’s print collection, and online research guides. The session also will take a deeper look at Candid’s database, Foundation Directory Online. We encourage you to bring a laptop to get the most out of this hands-on experience.

Participants will leave with the ability to use Forefront Library databases to conduct research on potential grant funding. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Prospect Research - Individual Donors
9/11/2019  9:30am-11am  Free
1/22/2020  9:30am-11am  Free
3/5/2020  9:30am-11am  Free
6/10/2020  9:30am-11am  Free

Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. This workshop will take a deeper look at the Library’s available databases for researching individual donors. This is a great opportunity to use the Library’s extensive resources to gather essential information on prospects and streamline your work. We encourage you to bring a laptop to get the most out of this hands-on experience.

Participants will leave with the ability to use the Forefront Library databases to conduct individual donor research. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

#ILGive-Movement Building
9/24/2019  10am-12pm  Free

#ILGive (pronounced ‘I’ll Give’) is Illinois’ official Giving Tuesday campaign. Forefront works through #ILGive to connect Illinois residents with causes they care about. #ILGive is a 24-hour digital fundraising event that connects individuals with the causes that matter to them, and empowers donors to give to the local nonprofits that tackle our communities’ most critical issues. #ILGive raises money for our communities, brings new donors, and increases awareness about local nonprofits while leveraging the national marketing of #GivingTuesday.

How do you turn your Giving Tuesday moment into a movement? This workshop will help take your efforts for #ILGive to the next level, providing tools to ensure that you have momentum in the lead up to the day itself and enabling you to capitalize on your success to build sustainable, long-term relationships with donors.

#ILGive-All Star Panel
10/15/2019  10am-12pm  Free

Want tips and tricks to turn your “same old same old” Giving Tuesday campaign into something more? Join us for an All-Star panel of past #ILGive participants who will tell their success stories and provide insight on how to take your campaign to the next level. We’ll discuss how a focus on innovation led the panelists to new opportunities and blockbuster fundraising.

Quick Start Proposal Writing
11/14/2019  10am-11:30am  Free

Google search “proposal writing tips” and tons of how-to articles will pop up. Which route are you taking? In 90 minutes, this class will give you an overview of how to write a standard project proposal to a foundation. We’ll also provide a 30-minute hands-on exercise to develop a proposal outline.

You will learn:
» The basic elements of a proposal
» The “do’s” and “don’ts” of writing and submitting a proposal
» How to follow up, whether the answer is yes or no

Strategies for the Solo Fundraiser (Lake County)
1/29/2020  See our website for more information.

Fundraising is vital for nonprofits but can be extremely challenging if you’re going it alone. To succeed, you need a clear strategy that’s both detailed and keeps an eye on the big picture. In this workshop, participants will learn to:
» Identify and prioritize opportunities for maximizing limited resources in your current development program
» Engage your board to actively support a variety of development strategies
» Set and track realistic goals to drive your development initiatives

Questions about a particular workshop?
Feel free to contact Emily Long, Manager, Education at 312-327-8943 or elong@myforefront.org.
Introduction to Proposal Writing
2/27/2020  9am-4pm  Members: $75  Non-Members: $260
Get up to speed on the ins and outs of writing and submitting grant proposals! This introductory workshop combines detailed instruction with opportunities to learn from your peers, giving you tools to craft a proposal that bridges the gap between your organization’s work and the goals of potential funders. Participants will learn to:
» Understand context for fundraising and grant writing
» Understand what funders look for in projects and proposals
» Write and present an effective needs statement and program plan
» Identify and craft elements of a strong proposal
» Prioritize funder cultivation and stewardship in building lasting relationships
Plus, you’ll also have the exclusive opportunity to meet and hear from a panel of grantmakers! This workshop is ideal for nonprofit professionals who are newer to fundraising and responsible for securing grant funding.

Cultivating Major Gifts
4/20/2020  9am-12pm  Members: $35  Non-Members: $160
Ready to start asking your supporters for a large(r) donation? In this introductory workshop, you’ll polish the skills required to take your individual fundraising strategies to the next level. We’ll help you define what “major gift” means for your organization and cover strategies needed to secure them.
Participants will learn to:
» Utilize the cycle of donor relations
» Conduct prospect evaluation sessions
» Create a cultivation plan
» Create solicitation strategies based on donor motivation
» Maximize gift results
This workshop is ideal for nonprofit professionals responsible for securing donations from individuals and are new to major gifts.

Introduction to Individual Giving
3/24/2020  9am-12pm  Members: $35  Non-Members: $160
New to fundraising? This workshop will provide the big picture of current philanthropic trends and give you techniques, strategies, and skills for turning prospects into donors. You’ll learn to develop prospect lists, and to cultivate, motivate, solicit, and retain individual donors. We’ll also cover engagement strategies, including annual funds, special events, and face-to-face solicitations.
Participants will learn to:
» Conduct informal prospect research
» Understand the role and importance of the Annual Fund
» Identify and choose effective methods of solicitation
» Apply effective donor cultivation and retention strategies
This workshop is ideal for nonprofit professionals responsible for and newer to securing donations from individuals.

Striving for Racial Equity: A Nonprofit Imperative
3/10/2020  12pm-3pm  Members: $35  Non-Members: $160
Racial equity is more than a buzzword. It’s a priority all nonprofits should dedicate themselves to fulfill. This workshop will deepen your understanding of racial equity as it applies to your personal work and your organization at large — providing exercises for professional and personal reflection on race, racism, racial equity, and identity. Attendees will leave with a framework for incorporating a racial equity lens into their nonprofit operations in programming, administration, or development.

Addressing Implicit Bias in Your Nonprofit
5/21/2020  10am-12pm  Members: $35  Non-Members: $160
Issues of inclusion and engagement go beyond large-scale structural problems we face today. One barrier to diversity and inclusion in the workplace is implicit bias, where unconsidered assumptions and slight actions make the workplace uncomfortable or even hostile to people with diverse backgrounds and experiences. This workshop will explain issues of implicit bias, privilege, and microaggressions, and how they can have important consequences for those seen as “the other.” You will learn strategies to manage your biases, and how to have difficult conversations about implicit bias with your colleagues, board, and external partners.

Capital Campaigns
4/2/2020  9am-12pm  Members: $35  Non-Members: $160
Your organization is thinking about undertaking a huge new project, and the team is considering running a capital campaign to secure the funds, attention, and excitement from your community. This seminar gives board members and staff an overview of planning and conducting a successful capital campaign that achieves your goal. You will have the opportunity to rate your organization’s readiness for a capital campaign using Kent Dove’s Preparedness Index, get hands-on experience working through case statements and feasibility studies, and walk away with a complete outline, a PowerPoint presentation, and worksheet handouts that include a campaign budget and timeline.
### EVALUATION

**Creating a Theory of Change**

10/23/2019  9am-12pm  Members: $35  Non-Members: $160

How do you want to change the world? This workshop will show you how to build the necessary structure to enact the change you seek and develop a clear and thoughtful articulation of your work. We’ll also explore how your theory of change can serve as the foundation for successful evaluation, fundraising, stakeholder communications, and budgeting.

**Introduction to Evaluation for Social Justice**

3/26/2020  9am-12pm  Members: $35  Non-Members: $160

To truly take stock of your programs and projects, you need to ensure that those most affected by your work are central to your evaluations. Culturally Responsive Evaluation (CRE) is an approach that values cultural integrity, community empowerment, and sociopolitical change. CRE is an evaluation and intervention that uses the lens of equity and justice to center power on those most affected by the program or policy. This workshop will give you tools to incorporate CRE into your own evaluative practices so that your programs can get input they need to flourish.

**Evaluation for Social Justice: Community Engagement**

4/16/2020  9am-12pm  Members: $35  Non-Members: $160

Community engagement is at the core of sustainable change, and when nonprofits create new plans for programs or services, community members need to bring their wisdom and lived experience to the table to drive outcomes. So, how do we engage authentically and meaningfully with communities we serve? This workshop will explore the most promising practices of community engagement, giving you the tools to best evaluate how to change your planning processes to include the voices of those who benefit from and are affected by your programs.

**Evaluation for Social Justice: Cultural Sensitivity, Humility and Learning**

5/28/2020  9am-12pm  Members: $35  Non-Members: $160

Culture is a major driver in people’s decision-making, thinking, and behavior. It can be an asset for effective change, or it can be a barrier to progress. As a professional evaluating the impact and importance of your programs and services, you need to be aware of culture as you make decisions. This workshop will explore cultural learning, cultural assets, and how philanthropy, programming, and evaluation practitioners can integrate culture in a way that moves towards effective action.

**Evaluation for Social Justice: Responding to Context**

6/11/2020  9am-12pm  Members: $35  Non-Members: $160

Any evaluation effort must be rooted in understanding the historical, community, and sociopolitical context of where your program or project lives. Without a proper understanding of that context, your analysis could prove invalid and yield recommended action that’s ineffective. This workshop will explore ways to understand and actively respond to root causes that have profound effect on your clients’ and program participants’ lives, to ensure your work is as impactful as it can be.

### BOARD ENGAGEMENT

**Optimizing the Board Chair/CEO Relationship**

2/5/2020  9am-12pm  Members: $35  Non-Members: $160

New this year. In this workshop, we provide a framework for thinking about behaviors, activities, and work patterns between the Board Chair and CEO that generate the highest level of trust, communication, and impact for an organization. Through quick assessments, exercises, and group discussions, we will explore how the critical Board Chair/CEO relationship can be optimized over time and deliver greatest impact.

**Building Your Best Board: Recruitment**

2/26/2020  9am-12pm  Members: $35  Non-Members: $160

Most boards approach recruiting new members without a thoughtful, comprehensive process necessary to attract ideal candidates. This workshop will walk you through how to recruit and retain engaged board members to ensure you have the best board possible. We’ll discuss:

- Leveraging board member talents for the mission
- Designing and developing a robust recruiting process
- Building diversity and inclusion into the recruiting process
- Developing a recruiting action plan that incorporates engagement from the outset

**Building Your Best Board: Breaking Down Barriers to Diversity & Inclusion**

3/11/2020  9am-12pm  Members: $35  Non-Members: $160

Without a diversity of perspectives and backgrounds, your board won’t have the tools to move your organization forward in an inclusive way. In this workshop, we will discuss structural, cultural, and emotional barriers that prevent boards from building greater diversity among members. We also will walk through steps to break these barriers. Attendees will leave with tools and skills to begin building their boards with an eye towards inclusion.

**Building Your Best Board: Structure & Process**

4/9/2020  9am-12pm  Members: $35  Non-Members: $160

Even if your board is filled with excited individuals committed to your mission, it can be hard to put the structures in place so that they are operating at highest capacity. This workshop will help you instill processes and practices to make your board the best it can be. Participants will learn to:

- Deconstruct the systems hindering you from being more effective and inclusive
- Structure committees for greater leadership, impact, and engagement
- Redesign meetings for greater effectiveness, inclusivity, and excitement
- Develop an action plan for injecting new energy into your board’s work to help members reconnect to your mission
Volunteer Management 101
9/26/2019 9am-12pm  Members: $35  Non-Members: $160
3/18/2020 9am-12pm  Members: $35  Non-Members: $160

Volunteers can give your nonprofit that extra boost of people-power you need to maximize your results. Join us for an in-depth session on the basics of how to set up a well-structured volunteer program or get your current program back on track. You’ll walk away with the tools to create a dynamic volunteer team to help you meet your mission.

Volunteer Management 102
9/26/2019 9am-12pm  Members: $35  Non-Members: $160
4/8/2020 9am-12pm  Members: $35  Non-Members: $160

You’ve got a great cohort of energetic volunteers – now what? This half-day workshop will help you turn excitement into action, gaining skills to develop high-quality volunteer projects that capitalize on the great people you have and keep them hungry for more opportunities to further your mission.

Volunteer Management 201
10/17/2019 9am-12pm  Members: $35  Non-Members: $160
4/29/2020 9am-12pm  Members: $35  Non-Members: $160

Are you an experienced volunteer manager who wants to refine your work even further? This half-day workshop will delve into best practices for evaluating your programs and volunteers, risk management, and organizational adoption. You’ll walk out with skills and tools to articulate the value of your volunteer program to staff, leadership, and funders.

Building Your Board’s Capacity to Fundraise
4/23/2020 9am-12pm  Members: $35  Non-Members: $160

Across all sectors, board members must take on a greater role in fundraising for their organization to position them for growth and sustainability. Yet most board members step into their roles without having the big picture and core skills to become a highly effective fundraiser. Inevitably, many board members approach this important role with reluctance and a transactional mindset. Through this workshop, we will show participants how to shift their board’s perspective on fundraising so that they have greater enthusiasm and commitment to building deeper relationships and driving results.

Building Your Best Board: Performance & Culture
5/13/2020 9am-12pm  Members: $35  Non-Members: $160

Take your board’s performance from good to great! This half-day workshop will walk you through key strategies to enhance your board’s impact and culture to best support your mission. You’ll be trained on the key elements of a high functioning Board Chair/CEO relationship, discuss strategies to move your board from focusing on operations to governance, and identify changes in your board that will make a difference in its culture and performance. Whether you’re a board leader or a staff member who works closely with your organization’s board, you’ll leave this workshop with an action plan to improve board performance.

Advocacy 101
1/21/2020 11:30am-1pm  Members: $35  Non-Members: $160

Every day, nonprofits engage in advocacy that allows them to spread the word about their mission or cause. However, advocacy has many forms and interpretations. Learn and explore the foundations of advocacy with Forefront’s Policy Director Bryan Zarou. We’ll cover:
» Defining advocacy activities for nonprofits
» The power of coalition building
» Understanding differences between advocacy and lobbying

FINANCE

Understanding Your Organization’s Financial Health
9/19/2019 9am-12pm  Members: $35  Non-Members: $160

As a nonprofit leader, you need the tools to know your organization’s current finances, where they’re trending, and how you stack up to industry benchmarks. You’ll leave this half-day workshop with a complete understanding of how to fully conceptualize your organization’s financial health and the skills to begin planning for future growth.

Budgeting for True Costs
10/31/2019 9am-12pm  Members: $35  Non-Members: $160

The cost of a program is always more than a line item in your yearly budget. This half-day workshop will teach you how to identify the true cost of your programs, different methods of allocating your expenses, and how to incorporate your indirect costs into grant proposals and budgets.

Managing Financial Performance
12/11/2019 9am-12pm  Members: $35  Non-Members: $160

You’ve got a clear understanding of the actual costs of delivering services and have established a plan to fund those costs over the year. This workshop will help you make sure you’re monitoring that plan’s progress. You’ll be introduced to key concepts and best practices on managing financial performance, including:
» Financial reporting best practices
» Common Key Performance Indicators
» Strategies for improved communication across function areas

This workshop is ideal for nonprofit professionals responsible for program or organizational budgeting or financial management.

Operational Excellence
1/16/2020 9am-12pm  Members: $35  Non-Members: $160

Investment in supporting services and infrastructure is crucial to running an effective organization. In this workshop, participants will explore the necessary resources in “non-program” functions – staff capacity, technology systems, and efficient workflow – to optimize their organization’s operations. You’ll leave the session with a renewed vision of operating at the highest levels.

This workshop is ideal for nonprofit professionals responsible for department or organizational strategy, financial management, or operations.

ADVOCACY
SPRINGFIELD WORKSHOPS

LEADERSHIP

Introduction to Systemic Racism
10/22/2019  8:30am-4:30pm  Members: $45   Non-Members: $60
Join us for anti-racism training and organizing from Crossroads, a nonprofit that provides a structural analysis to institutions that are beginning to recognize patterns of oppression in their systems and realizing the need for institutional change. This workshop will help you develop a deeper language and understanding about culture, cultural dominance, and racial injustice/inequity. It also will help you introduce your stakeholders to racism as a systemic, institutional problem of power. You’ll leave with tools and skills to create the rationale for structural intervention to dismantle racism in your organization.

Making it Happen: Strategy in Action
2/25/2020  1pm-3pm  Members: $15   Non-Members: $25
Financial pressures, public policy changes, and other unforeseen difficulties can derail an organization. In this workshop, you will gain an overview of best practices in operationalizing strategic goals. The session also will help you identify common challenges in making and supporting strategic initiatives. And, before it’s completed, you’ll receive sample tools for assessing and mobilizing effective work structures throughout your organization.

Call for Courageous Leadership for Nonprofits
4/22/2020  9am-11:30am  Members: $15  Non-Members: $25
New this year. Participants will learn that daring leadership requires four sets of skills that can be learned: rumbling with vulnerability, living into our values, braving trust, and learning to rise. Based on the research of Dr. Brene Brown and her “Dare to Lead” philosophy, this workshop will help participants practice how to ask for what they need, set boundaries, and reach out for support in order to determine their call to courage as a leader.

FUNDRAISING

#ILGive Series #1: Getting Ready!
9/18/2019  12pm-1pm  Free
Make the most of #ILGive, Illinois’ official Giving Tuesday campaign! This workshop will teach you the basics of #ILGive and giving days in general, how to best amplify your message, and what Forefront can do to support your fundraising as you prep for the biggest day of giving in the state.

Prospect Research - Finding Grants
10/4/2019  10am-12pm  Free
Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. It also can be overwhelming. This workshop will provide a place to start a search for funding. You’ll get a brief overview of our databases, the Library’s print collection, and online research guides. The session also will take a deeper look at Candid’s database, Foundation Directory Online. Participants will leave with the ability to use Forefront Library databases to conduct research on potential grant funding. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Quick Start Proposal Writing
10/4/2019  1pm-3pm  Free
Google search “proposal writing tips” and tons of how-to articles will pop up. Which route are you taking? In 90 minutes, this class will give you an overview of how to write a standard project proposal to a foundation. We’ll also provide a 30-minute hands-on exercise to develop a proposal outline.
You will learn:
»   The basic elements of a proposal
»   The “do’s” and “don’ts” of writing and submitting a proposal
»   How to follow up, whether the answer is yes or no

#ILGive Series #2: Strategic Storytelling
10/16/2019  12pm-1pm  Free
It’s not enough to create a donation page and alert your supporters that you’re participating in Giving Tuesday and #ILGive. You need to convince people and remind your community of the importance of your mission. In the second session of our #ILGive series, we will dig into ways to dynamically tell your organization’s story during #ILGive to energize your current support and bring new people into the fold. Participants will walk away with tools they need to shape compelling stories for their giving day campaign.

#ILGive Series #3: How to Use Powerful Images to Boost Your Online Fundraising
11/20/2019  12pm-1pm  Free
In this third session of our #ILGive series you will learn tips on how great images help donors visualize the impact they have when they make a gift and why it’s important to be strategic when choosing images.

Questions about a particular workshop in Springfield?
Feel free to contact Sarah Tapscott, Director, Statewide Partnerships, at 217-572-1866 or stapscott@myforefront.org.
**Nonprofit Marketing Revolution**

1/15/2020   12pm-1pm   Members: $15   Non-Members: $25

Digital marketing and PR expert Alyssa Conrardy, who focuses on social impact organizations and nonprofits, will inspire you to “Make These 10 Commitments and Change Your Nonprofit Forever.”

Participants will learn:

- The role marketing can and should play in advancing mission
- 10 commitments you can make to start a marketing revolution at your own organization
- How to audit your organization’s approach to marketing and figure out where to focus first

**Building a Marketing Plan to Move Your Nonprofit Mission Forward**

3/18/2020   11:30am-1pm   Members: $15   Non-Members: $25

Mission-oriented marketing is more than flashy graphics or a viral tweet. It’s about telling the story of your impact and success in a way that spurs people to become supporters, and supporters to become advocates. Join us for this workshop, where we’ll cover the most important tools to help craft a marketing plan that advances your organization’s mission.

**Words Matter**

5/20/2020   11:30am-1pm   Members: $15   Non-Members: $25

The words we choose to use in our communications matter more than you may think. They can advance our missions, further our causes, and strengthen the stakeholders we hope to help. On the flip side, language can perpetuate stereotypes, exclude certain groups, and forge divides where they didn’t previously exist. In this interactive session, we’ll break down the many considerations nonprofits need to make around their choice of words, style, and voice. Then, we’ll help you learn how to make use of A Progressive’s Style Guide, an amazing 38-page document from sumofus.org and activisteditor.com that will help your nonprofit combat discrimination, build bridges, and speak authentically about (and with) the people and communities you serve.

**BOARD ENGAGEMENT**

**Diversifying Boards**

11/20/2019   9am-10:30am   Members: $15   Non-Members: $25

Take a moment to visualize the faces and voices that make up your board table. How diverse is it? As the decision-making body at the highest level of organizational leadership, boards play a critical role in creating an organization that prioritizes, supports, and invests in diversity, inclusion, and equity. Join Forefront as we bring nationally recognized board experts BoardSource to Springfield to help you understand the impact a diverse board has on making a social difference and learn strategies to balance the perspectives at your board table.

**MONMOUTH/GALESBURG WORKSHOPS**

**FUNDRAISING**

**#ILGive Series #1 - Getting Started with #ILGive**

9/17/2019   1pm-2:30pm   Free

Make the most of #ILGive, Illinois’ official Giving Tuesday campaign! This workshop will teach you the basics of #ILGive and giving days in general, how to best amplify your message, and what Forefront can do to support your fundraising as you prep for the biggest day of giving in the state.

**#ILGive Series #2 – The Power of Your Peers**

10/1/2019   12pm-1pm   Free

Peer-to-Peer Fundraising is a great way to expand your reach on #ILGive by utilizing your most passionate supporters to share their stories and fundraise on behalf of your organization. In this training, we’ll cover everything you need to know about recruiting and empowering fundraisers for #ILGive!

**#ILGive Series #3 - Social Media Storytelling**

11/5/2019   12pm-1pm   Free

Storytelling goes beyond your organization’s overall mission and allows potential supporters to connect with your work and feel like they can make a difference. We’ll share our best practices for telling engaging stories during #ILGive to make your donors feel like the champions they are. You also will see what effective storytelling looks like on different social media platforms and find out how those stories can promote online giving.

**Federal Grants: The Basics**

2/18/2020   11:30am-1pm   Members: $15   Non-Members: $25

The range of public funding options varies widely depending on your organization’s size and mission. No matter what, you need to create an effective infrastructure to find opportunities for publicly-funded grants, obtain them, and then administer them effectively. This workshop will teach the fundamentals of public funding and assist those new to government grants with the process of identifying and applying for funding opportunities.

**Prospect Research - Finding Grants**

5/19/2020   11:30am-1pm   Free

Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. It also can be overwhelming. This workshop will provide a place to start a search for funding. You’ll get a brief overview of our databases, the Library’s print collection, and online research guides. The session also will take a deeper look at Candid’s database, Foundation Directory Online. Participants will leave with the ability to use Forefront Library databases to conduct research on potential grant funding. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Questions about a particular workshop in Monmouth/Galesburg?
Feel free to contact Lily Blouin, Coordinator, Statewide Partnerships, at 309-351-8568 or lblouin@myforefront.org.
Prospect Research - Individual Donors
5/19/2020  1:30pm-3pm  Free
Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. This workshop will take a deeper look at the Library’s available databases for researching individual donors. This is a great opportunity to use the Library’s extensive resources to gather essential information on prospects and streamline your work. Participants will leave with the ability to use the Forefront Library databases to conduct individual donor research. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

EVALUATION

Creating a Theory of Change
10/18/2019  9am-12pm  Members: $20   Non-Members: $35
How do you want to change the world? This workshop will show you how to build the necessary structure to enact the change you seek and develop a clear and thoughtful articulation of your work. We’ll also explore how your theory of change can serve as the foundation for successful evaluation, fundraising, stakeholder communications, and budgeting.

iCAT – Impact Capacity Assessment Tool
3/17/2020  11:30am-1pm  Free
The Impact Capacity Assessment Tool (iCAT), an evaluation based on anonymous survey results from key stakeholders, can help organizations better understand their strengths and challenges. Participants in this workshop will be given a quick overview of the iCAT, why an organization would use it, and who should participate in the survey and debriefing. Forefront provides free, once-a-year access to the iCAT as a benefit for Nonprofit Members. We recommend that any Members interested in utilizing the iCAT join us for this workshop.

Advocacy 101
1/21/2020  11:30am – 1pm  Members: $15   Non-Members: $25
Every day, nonprofits engage in advocacy that allows them to spread the word about their mission or cause. However, advocacy has many forms and interpretations. Learn and explore the foundations of advocacy with Forefront’s Policy Director Bryan Zarou.
We’ll Cover:
» Defining advocacy activities for nonprofits
» The power of coalition building
» Understanding differences between advocacy and lobbying

Finance

Developing Business Plans for Nonprofit Organizations
12/17/2019  11:30am-1pm  Members: $15   Non-Members: $25
Should a nonprofit review its financial growth, and if so, how? This workshop will delve into business planning for your organization. Distinct from strategic planning, business planning is about positioning your resources to make sure you sustain your mission and grow. You will discuss how to review financials, what growth means for your team and your bottom line, and participate in developing a business plan that will look at different sources of revenue and strategies to achieve financial targets for a nonprofit organization.

Questions about a particular workshop in Champaign?
Feel free to contact Sarah Tapscott, Director, Statewide Partnerships, at 217-572-1866 or stapscott@myforefront.org.
The 4 Leaders in You (Session 2: Interpersonal Leadership)
10/24/2019  9am-12pm  Members: $20   Non-Members: $35
This second workshop will focus on your work as an Interpersonal/ Team Leader.

The 4 Leaders in You (Session 3: Results Leadership)
11/21/2019  10am-12pm  Members: $20   Non-Members: $35
This third workshop will focus on your work as a Results Leader.

The 4 Leaders in You (Session 4: Thought Leadership)
12/17/2019  10am-12pm  Members: $20   Non-Members: $35
This fourth workshop will focus on your work as a Thought Leader.

FUNDRAISING

Prospect Research - Finding Grants
10/3/2019  1pm-2:30pm  Free
Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. It also can be overwhelming. This workshop will provide a place to start a search for funding. You’ll get a brief overview of our databases, the Library’s print collection, and online research guides. The session also will take a deeper look at Candid’s database, Foundation Directory Online.

Participants will leave with the ability to use Forefront Library databases to conduct research on potential grant funding. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Prospect Research - Individual Donors
10/3/2019  3pm-4:30pm  Free
Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. This workshop will take a deeper look at the Library’s available databases for researching individual donors. This is a great opportunity to use the Library’s extensive resources to gather essential information on prospects and streamline your work. Participants will leave with the ability to use the Forefront Library databases to conduct individual donor research.

This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Disruptive Fundraising
5/5/2020  1pm-2:30pm  Members: $15   Non-Members: $25
Fundraising models and ways of giving are changing, and your organization needs to change with them to survive and thrive. This workshop will walk you through how organizational change theory can help you restructure your work to turn shifts in the giving landscape into opportunities. You’ll participate in hands-on sessions to problem solve real case study examples and walk away with tools to address and spark change in your organization.

EVALUATION

Gut Check: How to Say No to Opportunities and Still Stay in Business
3/4/2020  10am-12pm  Members: $15   Non-Members: $25
Not every opportunity is the right one, but sometimes it’s hard to tell. You need a strategy to ensure you’re evaluating all opportunities appropriately and taking only those that will maximize your impact. This session will teach you to create a rubric for decision making that is transparent, rigorous, defendable, and mission-oriented.

VOLUNTEER MANAGEMENT

Best Practices in Volunteer Management
9/19/2019  10am-12pm  Members: $15   Non-Members: $25
Each generation’s unique experiences shape their motivations and volunteering expectations. The more you understand those nuances, the better you can engage across all generations while recruiting and supervising volunteers. In this workshop, participants will hear from Lauren Smith, Community Outreach Coordinator, and Sara Easter, Centennial High School Volunteer Coordinator, both from Unit 4 School District in Champaign. With extensive experience in volunteer management, Lauren and Sara will share best practices of working with volunteers of different generations. The second half of the workshop focuses on the importance of proper background checks and how to deal with difficult volunteers.

DECATUR WORKSHOPS

LEADERSHIP

If This…Then This
5/7/2020  9am-11am  Members: $15   Non-Members: $25
Having raw data on your organization’s impact is essential, but how do you turn that data into a story and leverage it to best achieve your goals and mission? This workshop will teach you to develop an evaluation framework grounded in your strategic plan that will help you tell the story of your impact. Participants will think critically about the data they gather for their organization, potential data they need to show progress towards goals and strategic directions, and learn how to report data convincingly to stakeholders and funders to make key decisions.

Questions about a particular workshop in Decatur?
Feel free to contact Sarah Tapscott, Director, Statewide Partnerships, at 217-572-1866 or stapscott@myforefront.org.
Prospect Research - Finding Grants
11/7/2019  9am-10:30am  Free

Forefront's Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. It also can be overwhelming. This workshop will provide a place to start a search for funding. You'll get a brief overview of our databases, the Library's print collection, and online research guides. The session also will take a deeper look at Candid's database, Foundation Directory Online.

Participants will leave with the ability to use Forefront Library databases to conduct research on potential grant funding. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Prospect Research - Individual Donors
11/7/2019  11am-12:30pm  Free

Forefront's Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. This workshop will take a deeper look at the Library's available databases for researching individual donors. This is a great opportunity to use the Library's extensive resources to gather essential information on prospects and streamline your work. Participants will leave with the ability to use the Forefront Library databases to conduct individual donor research.

This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Measuring Fundraising Effectiveness
3/26/2020  11:30am-1pm  Members: $15  Non-Members: $25

Your development work is successful, but do you truly know if it's bringing in all it can, or leaving money on the table? This workshop from social impact sector leaders BoardSource will provide you with a new framework for evaluating your team's fundraising effectiveness — one that offers a balanced approach, emphasizing the importance of investing in strong and sustainable fundraising programs. You'll leave with an understanding of how to evaluate your development campaigns effectively and pinpoint changes to help maximize your success.

Lead Right Now
1/30/2020  9am-4pm & 1/31/2020  1pm-4pm  Members: $75  Non-Members: $100

Doing what you’ve always done will get you the same results you’ve always gotten. If you’re ready to make more progress on the things you care about, join us for this multi-day program based on the principles and practices of adaptive leadership developed at the Harvard Kennedy School of Government. You’ll leave with a deeper understanding that anyone can lead — anytime, anywhere — while gaining tools and skills to kickstart new actions in your work.

If This...Then This
4/23/2020  9am-11am  Members: $15  Non-Members: $25

Having raw data on your organization’s impact is essential, but how do you turn that data into a story and leverage it to best achieve your goals and mission? This workshop will teach you to develop an evaluation framework grounded in your strategic plan that will help you tell the story of your impact. Participants will think critically about the data they gather for their organization, potential data they need to show progress towards goals and strategic directions, and learn how to report data convincingly to stakeholders and funders to make key decisions.

Prospect Research - Finding Grants
11/6/2019  1pm-2:30pm  Free

Forefront's Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. It also can be overwhelming. This workshop will provide a place to start a search for funding. You'll get a brief overview of our databases, the Library's print collection, and online research guides. The session also will take a deeper look at Candid's database, Foundation Directory Online.

Participants will leave with the ability to use Forefront Library databases to conduct research on potential grant funding. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.
Prospect Research - Individual Donors
11/6/2019  3pm-4:30pm  Free
Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. This workshop will take a deeper look at the Library’s available databases for researching individual donors. This is a great opportunity to use the Library’s extensive resources to gather essential information on prospects and streamline your work. Participants will leave with the ability to use the Forefront Library databases to conduct individual donor research.

This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Disruptive Fundraising
6/2/2020  1pm-2:30pm  Members: $15  Non-Members: $25
Fundraising models and ways of giving are changing, and your organization needs to change with them to survive and thrive. This workshop will walk you through how organizational change theory can help you restructure your work to turn shifts in the giving landscape into opportunities. You’ll participate in hands-on sessions to problem solve real case study examples and walk away with tools to address and spark change in your organization.

BOARD ENGAGEMENT

Stand for Your Mission: How to Engage Board Members in Community Outreach and Advocacy
3/25/2020  11:30am-1pm  Members: $15  Non-Members: $25
Your board is essential to successful community outreach and advocacy, but many board members fail to realize that advocacy needs to be part of their participation. To be passionate, articulate, and effective champions for their missions, board members need to be well informed on public policy issues that affect their organizations. Join Forefront as we bring nationally renowned board experts BoardSource to Effingham to explore the board’s role in advocacy. BoardSource also will provide support and resources to help board members become ambassadors for their organizations through simple advocacy and the use of their voices as committed and informed champions for their organization’s mission.

Questions about a particular workshop in Effingham or Quincy?
Feel free to contact Sarah Tapscott, Director, Statewide Partnerships, at 217-572-1866 or stapscott@myforefront.org.

#ILGive Series #1: Getting Ready!
9/17/2019  1pm-3pm  Free
Make the most of #ILGive, Illinois’ official Giving Tuesday campaign! This workshop will teach you the basics of #ILGive and giving days in general, how to best amplify your message, and what Forefront can do to support your fundraising as you prep for the biggest day of giving in the state.

#ILGive Series #2: Strategic Storytelling
10/17/2019  10am-12pm  Free
It’s not enough to create a donation page and alert your supporters that you’re participating in Giving Tuesday and #ILGive. You need to convince people and remind your community of the importance of your mission. In the second session of our #ILGive series, we will dig into ways to dynamically tell your organization’s story during #ILGive to energize your current support and bring new people into the fold. Participants will walk away with tools they need to shape compelling stories for their giving day campaign.

#ILGive Series #3: How to Use Powerful Images to Boost Your Online Fundraising
11/12/2019  10am-12pm  Free
In this third session of our #ILGive series you will learn tips on how great images help donors visualize the impact they have when they make a gift and why it’s important to be strategic when choosing images.

Prospect Research - Finding Grants
5/20/2020  11am-12:30pm  Free
Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. It also can be overwhelming. This workshop will provide a place to start a search for funding. You’ll get a brief overview of our databases, the Library’s print collection, and online research guides. The session also will take a deeper look at Candid’s database, Foundation Directory Online. Participants will leave with the ability to use Forefront Library databases to conduct research on potential grant funding. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.

Prospect Research - Individual Donors
5/20/2020  1pm-2:30pm  Free
Forefront’s Library holds more than 3,000 volumes on grantmaking, fundraising, nonprofit management and governance, and is an invaluable resource. This workshop will take a deeper look at the Library’s available databases for researching individual donors. This is a great opportunity to use the Library’s extensive resources to gather essential information on prospects and streamline your work. Participants will leave with the ability to use the Forefront Library databases to conduct individual donor research. This workshop is ideal for nonprofit professionals conducting fundraising or prospect research.
Membership
When you become a Forefront Member, you receive quality professional development and skills training, the latest research, access to valuable networks, and so much more. You become part of a powerful movement of over 1,100 grantmakers, nonprofits, advisors, social entrepreneurs, and allies — all working together to help create a civil society and thriving economy across the state of Illinois.

Membership Benefits Include:
» A 75% discount on our best-in-class professional development programs
» Remote research assistance from our nationally recognized Library (a $7,800+ value in access to databases including Foundation Directory Online, individual donor research, salary and benefits data, and more)
» The opportunity to join our exclusive Member and Peer Networks
» Advocacy support and the latest news on state and federal legislation and policies that impact the sector
» Free yearly access to the Impact Capacity Assessment Tool (iCAT), a $350 benefit
» Member discounts through our partners, including the Back Office Cooperative, and background checks through Sterling Volunteers

Member Networks
Forefront’s Member Networks provide another great way to learn and network with colleagues. Groups sponsor lively discussions, develop educational programs, and create collaborative efforts to address relevant issues including health, poverty, domestic violence, education, and the environment.

Participation in Member Networks is a benefit of Forefront Membership. Visit the Forefront website (MyForefront.org/Member-Networks) for more information about how to get involved.

Organizational Assessments
Not sure where to start? Forefront and the Impact Capacity Assessment Tool can help you identify what’s holding your organization back and make a plan to go from good, to great. The Impact Capacity Assessment Tool (iCAT) is an assessment and planning tool that helps your nonprofit better understand its organizational capacity based on direct input from those who know you best – your team and your key stakeholders. Through an online survey, the iCAT collects anonymous input from your staff and board members on six research-based organizational capacities: Leading, Learning, Resource Generating, Planning, Managing, and Overseeing.

The iCAT converts the anonymous input into a report that summarizes your organizational strengths and challenges. The report also prioritizes a list of custom recommendations based on your organizational capacity stage and provides a plan to support your organization’s ongoing improvement. Forefront staff will guide you through administering the iCAT, interpreting the results, and planning for improvement. Forefront Operating Nonprofit Members can take the iCAT free once a year as a benefit of membership.

For more information about using the iCAT for your organization or to provide access to your grantees who are not currently Forefront Members, contact Lisa May Simpson at lsimpson@myforefront.org or 312-327-8931.

Custom Trainings
Want to bring Forefront’s trainings to your team? Our workshops can be delivered to your staff, board, grantees, or other stakeholders at your location. Forefront offers onsite trainings for groups of learners. Choose one or more of the workshops listed in this brochure or contact us to discuss trainings customized to meet your specific needs. We also specialize in designing developmentally-sequenced capacity building programs for cohorts of individuals or organizations. Working and learning as a cohort provides a unique opportunity for participants to build tools, skills, and peer-to-peer connections that will strengthen the communities and organizations they serve.

To learn more about options and pricing, contact Lisa May Simpson at lsimpson@myforefront.org or 312-327-8931.