

The Lenny Zakim Fund Enhanced Capacity Building & Coaching Program

The Lenny Zakim Fund supports and trains effective grassroots organizations in Eastern MA. We provide holistic support in the form of grantmaking, technical assistance, networking and pro bono legal services. Our grantees are small but mighty – averaging annual budgets of \$138,000, LZF grantees are programs on the ground doing important social justice work in limited resource environments.

The Lenny Zakim Fund is searching for a more meaningful way to build the capacity of nonprofits. To this end, LZF is starting a program of increased capacity building consulting services to help organizations strengthen their systems. Over 2 years, the LZF cohort will receive individual and group coaching, a capacity assessment, and participate in ~8 workshops that will strengthen the orgs capacity.

We are particularly interested in building the capacity of organizations led by people from historically excluded groups with annual budgets of at least \$150,000 and 1 full time staff member. Organizations' executive director(s) and board members will be expected to participate with an anticipated range of 8-15 participants per session lasting between 3-4 hours.

Proposals should address the guidelines above and include the following information. **Please submit proposals by October 15, 2018.**

- Skills, knowledge and attitudes to be addressed in the program
- Anticipated outcomes for participants and deliverables, including templates/tools
- Description of format (lecture, open forum, experiential, other)
- Anticipated evaluation/measurement tools
- Name of program instructor(s)/facilitator(s) and contact information
- Resume, brief bio highlighting your connection and experience with diverse communities, grassroots organizations, organizing and/or movement building; a reference, and other topics which you've presented on in the past
- Cost estimate

We are seeking proposals for workshops with a social justice and leadership development framework that incorporates diverse nonprofit and organizational development practices. including but not limited to the following topics:

- **Management techniques for small organizations and first time nonprofit leaders:**
 - Management and human resource; performance management; hiring, firing, retaining talent; agenda setting & meeting facilitation; values led leadership and organizational culture (culture change/staff development/org development)
- **Marketing & Communications**
 - How to communicate internally and externally
- **Board Development**
 - Board roles & responsibilities
 - Board recruitment & management
- **Fundraising**
 - Motivating your board to fundraise: an action plan for working and community boards
 - Building a fund development plan for small nonprofits
 - Grants: Researching, writing & creating your template

- Developing your elevator pitch
- **Evaluation & Measurement**
 - Logic models for small nonprofits –or—theories of change for small nonprofits
- **Finance and Technology**
 - Basic financial reporting
 - Building best budget for your organization
 - Low cost/no cost technological solutions for nonprofits
- **How to create an RFP and hire a consultant:** a guide for small organizations with little to no/staff

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Consultants who represent historically excluded groups and who have experience working with or in social justice nonprofits are encouraged to apply. Find out more about our grantees at www.thelennyzakimfund.org