



## **FIND FUNDING WITH THE FOUNDATION DIRECTORY ONLINE**

*Monday - Friday 9:00 am - 3:00 pm*

To reserve the workstation and use this resource, contact Charlotte Gill at [cgill@nonprofitsfirst.org](mailto:cgill@nonprofitsfirst.org) or 561-910-3891.

Nonprofits First is a Funding Information Network partner of the Foundation Center. You know funders are out there. Foundation Directory Online is the most extensive, up-to-date database of philanthropic giving. It shows you where the funders are – and can help you win more funding. The database is free to use on-site at Nonprofits First and open to the public. Reservations are available Monday-Friday from 9 -3 PM, limited to 2 hours, and based on availability. To reserve the workstation and us.

**FREE AND OPEN TO THE PUBLIC**



## LEARNING LAB: EXCEL BEYOND THE BASICS (FORMULAS & FUNCTIONS/TABLES & DATA ANALYSIS)

*Presenter: Gina Parsons*

*January 29, 2019 9:00 am - 1:00 pm*

Registration 

If you work with Excel on a regular basis and want to learn more about the functions and abilities then this is the class for you. Uncover ways to collect and format data using columns and rows to organize information effectively. Cleanup and standardize text based information taking capitalized data to proper case. Improve the quality and accuracy of your budgets, expenses report and analyze the results using tables and graphs.

**Members: FREE**

**Non-members: \$119.99**



## GRANT WRITING - FROM STRATEGY TO SUCCESS

*Presenter: Mara LaLonde*

*January 30, 2019 10:00 am - 11:00 am*

Registration 

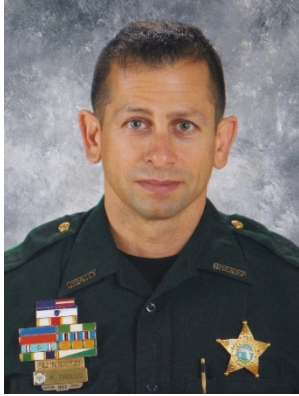
Overview of the entire grant writing process, with an emphasis on strategy for success. An opportunity for Q & A will conclude the workshop.

***Attendees will:***

- Find out how to search for and analyze potential funding opportunities.
- Understand the need for partnership and collaboration.
- Learn strategies to develop the narrative and budget and for final review and submission.
- Consider next steps after winning and managing the award.

**Members: FREE**

**Non-members: \$19.99**



## ACTIVE SHOOTER RESPONSE TRAINING

*Presenter: Rob Torillo*

*February 6, 2019 9:00 am - 1:00 pm*

This course is designed to train people in civilian active shooter response. This course will cover situational awareness, mental preparedness, history of active shooter events, psychological and physiological effects of a violent encounter, training mistakes, proper training defined, active shooter statistics / history, the origin of traditional lock-down and its intended purpose, U.S. Dept. of Education and Homeland Security federal guidelines, fundamentals of blood control, and a comprehensive breakdown on the current federal guidelines for civilians. The training will also involve interactive demonstrations and scenario based training drills.

Registration 

**Members: \$44.99**

**Non-members: \$59.99**



## ONE-ON-ONE GRANT WRITING SUPPORT

*Presenter: Charlotte Gill*

*February 6, 2019 11:00 am - 12:00 pm*

Are you new to the grant-writing scene and don't know where to start? Perhaps you are a one-person development department and you need to toss some ideas around or get some new inspiration? Members can book their 1-hour session with Charlotte Gill, Director of Development and Business Strategies. These are personalized one-on-one consultations.

Registration 

**Members Only: FREE**

## Become A Member of Nonprofits First

Members of Nonprofits First enjoy exclusive benefits designed to increase your capacity to serve the needs of your clients. In addition to the cost saving opportunities on all Nonprofits First services, members are part of a community of

JOIN NOW 

Become a new member

nonprofit professionals with a demonstrated commitment to the continued strengthening of our industry.



## **NEW MEMBER ORIENTATION**

*Presenter: Charlotte Gill*

*February 8, 2019 11:00 am - 12:00 pm*

Being a member of Nonprofits First provides a wealth of resources and tools. Existing members are invited to review member benefits and how to take advantage of them. New members are invited to an introduction on maximizing your benefits. Curious about membership? Join us for more information.

**Registration** 

**Members: FREE**

**Non-members: FREE**



## **MICROSOFT ONENOTE**

*Presenter: Diane Henderson*

*February 12, 2019 9:00 am - 12:00 pm*

Microsoft OneNote is a computer program for free-form information gathering and multi-user collaboration. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network.

Microsoft OneNote lets you create and store notes in a convenient location, enabling you to find and use them simply. The organizational power of OneNote is essential to maintaining productivity.

**Registration** 

**Members: \$59**

**Non-members: \$69**



## FACEBOOK FOR BEGINNERS: HOW TO USE THE POWERFUL MARKETING TOOL

*Presenter: Leon Fooksman*

*February 13, 2019 10:00 am - 11:30 am*

In this two-hour, hands-on workshop, Facebook and media storytelling strategist Leon Fooksman will educate you on the basics about Facebook. You will learn how to manage your Facebook fan or group page. You will develop strategies for building an audience interested in your cause. You will also get practical experience by watching the instructor show you around a real Facebook fan page to understand how it works.

Registration 

**Members: FREE**

**Non-members: \$49.99**

## 501(c)Jobs

Looking for a job in the nonprofit sector?  
Visit [www.501cjobs.org](http://www.501cjobs.org) to view job postings,  
submit an application, and attach your resume.



## ONE-ON-ONE GRANT WRITING SUPPORT

*Presenter: Charlotte Gill*

*February 13, 2019 11:00 am - 12:00 pm*

Are you new to the grant-writing scene and don't know where to start? Perhaps you are a one-person development department and you need to toss some ideas around or get some new inspiration? Members can book their 1-hour session with Charlotte Gill, Director of Development and Business Strategies. These are personalized one-on-one consultations.

Registration 

**Members Only: FREE**



## LEARNING LAB: MICROSOFT WORD MAIL MERGE

*Presenter: Gina Parsons*

*February 19, 2019 9:00 am - 11:30 am*

Understand Mail Merge  
Create a main document  
Design a data source Enter and edit records  
Add merge fields  
Merge data  
Create labels  
Sort and filter records

Registration 

**Members: \$59.99**

**Non-members: \$74.99**



## ONE-ON-ONE GRANT WRITING SUPPORT

*Presenter: Charlotte Gill*

*February 20, 2019 11:00 am - 12:00 pm*

Are you new to the grant-writing scene and don't know where to start? Perhaps you are a one-person development department and you need to toss some ideas around or get some new inspiration? Members can book their 1-hour session with Charlotte Gill, Director of Development and Business Strategies. These are personalized one-on-one consultations.

Registration 

**Members Only: FREE**



## GRANT WRITING - STRATEGIZE, SECURE, IMPLEMENT, AND REPORTING SUCCESS

*Presenter: Mara LaLonde*

*February 21, 2019 9:30 am - 1:00 pm*

Grant writing is a skill that can be learned, but planning and strategy are critical to acquiring that skill. Learn how to begin your grant writing process with strategic development, narrative and budget fundamentals, and implementation planning when you "win" awards.

- PRACTICE, DRAFT AND TAKE AWAY MATERIALS FOR GRANT DEVELOPMENT

Registration ▶

- NETWORK, CONNECT AND COLLABORATE
- ADDED VALUE POST-TRAINING FOLLOW-UP Q&A CALLS

**Members: \$99.99**

**Non-members: \$125.99**



### LEARNING LAB: EXCEL GETTING ACQUAINTED

*Presenter: Gina Parsons*

*February 26, 2019 9:00 am - 11:30 am*

Learn the basics of Excel. You will enter and edit information in a worksheet, modify the worksheet by resizing, adding and deleting columns and rows, learn new techniques for navigating in the worksheet, and find the method for making column and row headings locked so you can always see them. You will copy, move and sort data.

Registration ▶

**Members: \$59.99**

**Non-members: \$74.99**



NonprofitsFirst

(561) 214-7435 | [Nonprofitsfirst.org](http://Nonprofitsfirst.org)