



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: FREE*

Non-members: \$69

**Members are FREE due to the generous support of the Alleghany Foundation.*



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



To reserve the workstation and use this resource, contact Charlotte Gill at 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

501(c)Jobs

Looking for a job in the nonprofit sector? Visit www.501cjobs.org to view job postings, submit an application, and attach your resume.





Registration 

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.

Members Only: FREE



Registration 

BRING YOUR OWN BYLAWS (BYOB)

Presented by: The Center for Nonprofits @CoWork Boynton

February 13, 2019 4:00 pm - 7:00 pm

The Bring Your Own Bylaws Nonprofit After Hours event is for leaders of small and start-up nonprofits who want to meet one-on-one with our in-house attorney, Jeff. Stop by the Center for Nonprofits @ CoWork Boynton on February 13th from 4-7pm and Jeff will review your bylaws and help answer other corporate law and tax questions you may have about your nonprofit. Our BYOB event will feature light snacks, beverages, a tour and overview of our coworking space. Everyone that stops by will be given our Nonprofit Compliance Checklist.

Registration is FREE but limited. RSVP Required



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

Registration 

Merge data
Create labels
Sort and filter records

Members: \$59.99
Non-members: \$74.99

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

JOIN NOW 

Become a new member



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

Registration ▶

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



LEADERSHIP THROUGH THE LENS OF TYPE

Presenter: Nicole Edwards

February 27, 2019 1:00 pm - 4:00 pm

Are you a charismatic leader? A pragmatic leader? A compassionate leader? Based on the vast body of research of psychological preferences and temperament, this session will explore how your own psychological preferences influence how you lead others.

Members: FREE

Non-members: \$24.99

Registration 



WEBINAR - NONPROFIT LAW UPDATE 2019

Presenters: Jeffrey Fromknecht, Phil DiComo, Henry Martin

February 28, 2019 12:00 pm - 1:00 pm

The Nonprofit Law Update 2019 will provide an overview of the roles and responsibilities of board members, including the basics of nonprofit corporate and fundraising legal issues. This training will focus on:

- Overview of board responsibilities, duty of care and duty of loyalty
- Understanding common corporate formalities issues, including proxy voting and voting by email
- The importance of an independent board of directors
- Updates to financial standards and reporting best practices
- Review of the Florida Solicitation of Contributions Act and common compliance issues

Members: FREE

Non-members: FREE

Registration 



NonprofitsFirst

(561) 214-7435 | Nonprofitsfirst.org