



**Supporting Organizational Sustainability  
to Address Violence Against Women Institute  
SOS INSTITUTE**

**Resources – Electronic Links**

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## **MISSION & CORE VALUES**

- [Mission, Vision, and Values Statements](#)
- [Developing Values Statement](#)– Nevada Coalition– (sample process for developing values)
- [How to write a values statement](#) (four minutes video)
- [Aligning Mission, Vision, and Goals](#)
- [Incorporating Inclusiveness into Organizational Mission and Values](#)
- [Clarifying Organizational Values](#) (Washington Coalition Against Sexual Assault)
- [Sample Statement of Core Values](#)
- [Learn How to Build an Organization Based on Values](#)
- [Philosophy and Core Values Regarding Children’s Programming](#) (FUTURES)
- [Rethinking your Vision or Mission Statement?](#)
- [Informing Regulators When You Alter Your Mission](#)
- [50 Example Organizational Mission Statements](#)

## **ORGANIZATIONAL CULTURE**

- [Culture Handbook](#) (Futures Without Violence)
- [Engaging in Culturally Responsive Leadership](#)
- [Lead Your Culture, Or Your Culture Will Lead You](#) (Gates Foundation)
- [Building Culturally Competent Organizations](#)
- [Four Actions Nonprofit Leaders Can Take to Transform Organizational Culture](#) (article)
- [Culture, Language, and Access: Key Considerations for Serving Deaf Survivors of Domestic and SA](#)
- [Why Defining Your Nonprofit’s Culture Will Be the Most Important Thing You Do This Year](#) (article)

## **TRAUMA INFORMED ORGANIZATION**

- [Developing a Trauma Informed Agency](#) (Alameda County)
- [Organizational Trauma and Resilience](#) (Resource Sharing Project)
- [Organizational Strategies to Alleviate Vicarious Trauma at Coalitions](#)
- [Trauma-Informed Organizational Self-Assessment Guide](#)
- [Creating Accessible, Culturally Relevant, Domestic Violence and Trauma Informed Agencies](#) (Tool)
- [Building Cultures of Care: A Guide for Sexual Assault Service Programs \(Trauma-informed care\).](#)
- [The Sanctuary Model.](#) Trauma-informed, creating or changing an [organizational culture](#).
- [Trauma and Resiliency: Tips for building strong and healthy organizations \(Article\)](#)
- [Trauma-Informed Supervision Self-Assessment](#)
- [Reflective Supervision as Trauma Informed Care: One Agency’s Experience](#)

- [Guide to Trauma Informed Organizational Development](#)
- [Tools for Transformation: Becoming Accessible, Culturally Responsive, and Trauma-Informed Organizations](#), An Organizational Reflection Toolkit, National Center on DV, Trauma & Mental Health

## **LEADERSHIP**

- [Leading a Nonprofit Organization: Tips and Tools for Executive Directors and Team Leaders](#) (DHSS)
- [Structuring Leadership: Alternative Models for Distributing Power and Decision-Making in Nonprofit Organizations](#) (Building Movement Project)
- [Doing More with More: Putting Shared Leadership into Practice](#) (Nonprofit Quarterly article)
- [Leadership, Coaching, Executive Transitions, Board & Governance](#), Compass Point Tools
- [The Situational Leadership Model](#) (Directing, Coaching, Supporting, Delegating)
- [4 Ways to Increase your Emotional Intelligence](#)
- [Mission-Focused Management and Empowerment Practice: A Handbook for Executive Directors of Domestic Violence Programs](#)
- [Movement Building Practice: Leading with Vision and Purpose](#), (Move to End Violence)
- [Ten Ways to Set a New Executive Director on a Path for Success](#)
- [Self-Coaching Strategies for Nonprofit Leaders](#)
- [Six Best Practices to Develop Your Leadership Skills in the Nonprofit Sector](#)
- [How to Develop Mindful Leadership](#) (article)

## **STAFF DEVELOPMENT & MENTORSHIP & SUPERVISION**

- [Mission-Focused Management and Empowerment Practice, A Handbook for Executive Directors of Domestic Violence Programs](#) (PCADV)
- [Supervisor Roles and Responsibilities: Helping People Succeed](#) (Compass Point Nonprofit Services)
- [A Supervisor's Checklist for Preparing for Employee Performance Reviews](#)
- [Supervision: Keeping the Right People](#) HR Councilca
- [Supervision and Hiring](#) (Road Map)
- [Remote Supervision in Rural Dual/Multi-Service Advocacy Agencies](#) (Resource Sharing Project)
- [A Simple Way to Conduct an Executive Director's Performance Review](#)
- [Practicing Culturally Aware Coaching](#)
- [Development Opportunities for Nonprofit Staff](#) (Ideas for free opportunities within organization)
- [Talent Management Framework](#) (attracting, developing, and retaining talent)
- [Volunteer Management](#) (planning tools)
- [Mentoring Guide: A Guide for Mentors, Center for Health Leadership and Practice](#)

- [Tips for Finding a Mentor](#)
- [Mentoring Toolkit for Staff, Faculty, and Leaders Interested in Being Mentored](#)
- [Supporting Survivors of Domestic and Sexual Violence Through Mentoring](#)
- [Using the Secondary Traumatic Stress Core Competencies in Trauma-Informed Supervision](#)
- “*The 5 Languages of Appreciation in the Workplace.*” Book for supervisors/managers.

## **SELF-CARE & STAFF WELLNESS**

- [Compassion Fatigue & Self-Care for Individuals and Organizations Webinar](#) (FUTURES)
- [Secondary Traumatic Stress Webinar](#) (FUTURES)
- [Self-Care & Organizational Self-Care Checklist](#)
- [Building Cultures of Care: A Guide for Sexual Assault Service Programs](#)
- [A Parent’s Self-care and Self-reflection](#)
- [What About You? A Workbook for Those that Work with Others](#)
- [Strategies for Preventing Compassion Fatigue and Burnout](#)
- [Compassion Fatigue Awareness Project](#)
- [Self-care Poster](#) (social work)
- [Self-care Assessment Check-list Worksheet](#)
- [Emergency Self-care Worksheet](#)
- [Self-Care Starter Kit](#)
- [Fingerhold Practice for Managing Emotions & Stress\\* Diagram](#)
- [Sustainability in your Work and Personal Life – Reflections on Time Management Worksheet](#)
- [Organizational Self-Care: Why It Matters and What It Could Look Like in Your Organization](#)
- [Mindfulness, Getting Started](#) (breathing meditation)
- [Five Myths that Perpetuate Burnout Across Nonprofits](#) (Stanford Social Innovation Review)

## **COMMUNICATION & CONFLICT RESOLUTION**

- [Conflict Resolution Kit](#) – 12 Skills Summary (Conflict Resolution Network)
- [Workplaces that Work: Conflict at Work](#) *HR*
- [Interpersonal Communication](#) (tips)
- [Resolving Differences Using the Circle of Conflict](#) (**Video and article**) Casey Foundation
- [Conflict Resolution Skills](#)
- [Emotional Intelligence and Communication Resources](#) - **Links**
- [Communicating in Color Style Individual Assessment](#)
- [DISC Personality Testing](#) (to enhance communication)

## **INFRASTRUCTURE & POLICIES**

- [The Profession Of Shelter Work a Manual and Hiring Tools for Domestic Violence Shelters](#) 2014
- [Agency's Use of Technology Best Practices & Policies Toolkit](#)
- [Benefits Summary Template](#) (Roadmap)
- [Cultivating Evaluation Capacity: A Guide for Programs Addressing Sexual and Domestic Violence](#)
- [Employee Orientation Check List](#), Road Map
- [Ethics and Accountability for Non Profits Resources](#)
- [HR Policies & Employment Legislation](#)
- [Managing Nonprofit Employees Tools](#) (National Council of Non Profits)
- [Non Profit Fiscal Policies and Procedures: A Template and Guide](#) (Compass Point)
- [Nonprofit Organizational Assessment Tool for Sexual Assault Agencies and Coalitions](#)
- [Oregon Domestic Violence & Sexual Assault Program Standards](#) – Self Assessment Tool
- [Personnel Policies Manual Template](#)
- [Salary Policy Review Discussion Guide](#) (Roadmap)

## **BOARD, GOVERNING BODY**

- [Board of Directors Toolkit for Nonprofit Sexual Assault and Domestic Violence Organizations](#), RSP
- [Your Board of Directors: The Basics, Your Guide to Understanding and Developing the Board of a Rape Crisis Center](#)
- [Board Assessment for Domestic Violence and Sexual Assault Coalitions](#)
- [Building an Exceptional Board of Directors: Division of Roles Between Board and Executive Director/CEO](#)
- [Boards Matter: Board Building Tools for the Busy Social Justice Executive](#)
- [Building an Effective Board of Directors: Recruiting, Fundraising, Demographics, Performance, Vision](#)
- [AAA Board \(Advocate, Ambassador, and Asker\)](#) (Board engagement checklist & commitment)
- [AAA Board Engagement](#) (as Advocates, Ambassadors, and Askers) Power Point
- [Fundraising, A Partnership Between Board and Staff](#)
- [Board Member and Chair Best Practice Packet](#) [Board Member Sample Job Descriptions](#)
- [Domestic Violence and Sexual Assault Coalition – Annual Board Agreement](#) (sample)
- [Board Recruitment Outline](#)
- [Board of Directors Recruitment Flyer](#) (sample Asian/Pacific Islander DV Resource Project)
- [Mentor Your Way to Board Development](#), Board Source

- [Evaluating the Executive Director: Your Role as a Board Member](#)
- [Leadership Performance Evaluation for Nonprofit CEO](#) (Small to Mid-size Org. sample form)
- [Board Self-Assessment](#) (Rating list)
- [Board Profile Worksheet](#)
- [Managing Conflict, A Guide for Volunteer Boards](#)
- [Board Café Archives](#) (Board Governance Templates & Articles)
- [How to Ensure Board is Appropriately Involved in Projects for Change](#)
- [Board Engagement](#) (article)

## **FINANCIAL HEALTH**

- [OVW Grant Management Resources](#)
- [OVW Financial Management Practices](#) (Webinar 2016)
- [Federal Grant Funds](#) (overview of funding streams)
- [Civil Rights Obligations of Recipients of Federal Financial Assistance](#)
- [Capacity Building Manual](#), NC Coalition Against Domestic Violence
- [Creating an Effective Plan](#) *Compass Point*
- [Tools & Tips](#)
- [Financial Terms](#)
- [The Sustainability Mindset Workbook](#) – using the Matrix Map
- [The Matrix Map: A Powerful Tool for Mission-Focused Nonprofits](#)
- [Dual Bottom-Line Matrix](#) chart (Compass Point)
- [Nonprofit Overhead Toolkit](#) (CalNonprofits)
- [Annual Budget Check List](#)
- [Balance Sheet Cheat Sheet](#)
- [An Executive Director’s Guide to Financial Leadership](#) (article)

## **PLANNING RESOURCES**

- [Strategic Planning Toolkit](#), OVC Training Technical Assistance Center
- [Strategic Planning in Non Profits](#) (Toolkit Guide)
- [Strategic Planning Resources](#)
- [Strategic Planning Chart Outline](#)
- [Strategic Planning Process Sample](#) Nevada Coalition to End Domestic and Sexual Violence
- [Individual Development Plan](#) – Sample Template
- [Creating Staff Workplans](#)

- [Strategic Planning that Makes a Difference And That's Worth the Time](#)
- [Logic Model Development Guide](#) - Kellogg Foundation
- [Developing an Action Plan](#) (tools)
- [Business Planning Tools for Non-Profit Organizations](#)
- [Evaluation Tools](#)- Domestic Violence Evidence Project
- [Time management grid](#) – Covey sample
- [Covey Time Management Matrix - Activities](#) chart

## **SUCCESSION PLANNING & TRANSITIONS**

- [Succession Planning Toolkit for Nonprofit Sexual Assault and Domestic Violence Organizations](#)
- [The Succession Planning Lens: Looking to the Future of Domestic Violence Organizations](#)
- [Managing a Leadership Transition: Checklist for Key Interventions for Transition](#)
- [New Executive Director 90-Day Entry Plan](#)
- [Sample Leadership Transition Committee Work Plan](#)
- [Steps to Success: Preparing for Leadership Transition](#)
- [Sample Interim Executive Director Job Announcement](#)
- [Building Leaderful Organizations: Succession Planning for Nonprofits](#) (Casey Foundation)
- [Table for Two: Can Founders and Successors Co-Exist So Everyone Wins?](#)
- [Ten Ways to Set a New Executive Director on a Path for Success](#)
- [Emergency Succession Plan Template](#)
- [Succession Readiness Checklist](#)
- [Executive Transition Initiative: Strategic Leadership Development Toolkit](#) (Milwaukee Foundation)
- [Current Trends and Emerging Best Practices in Succession Planning](#) ( Minnesota Non Profits 2016)
- [Managing Change and Transition](#), University of Victoria, Centre for Excellence in Learning (Tool Kit)
- [Managing Transitions: Making the Most of Change](#), William Bridges
- [Who Moved My Cheese?: An Amazing Way to Deal with Change in Your Work and in Your Life](#)-book
- [Who Moved My Cheese?](#) Video -story about adjusting attitudes toward change.
- [Moving forward with Integrity: Asian Women's Shelter's Organizational Transition from a Founding ED](#)

## **COMMUNICATION, STORY TELLING & MARKETING**

- [Communications and Marketing](#) (links to resources) Center for Nonprofit Excellence
- [Communication Plan Template](#)
- [Marketing and Communications](#)- Questions and Answers
- [The Written Voice](#) (Articles, Papers & Presentations on Fund-Raising Language)

- [Stories Worth Telling: A Guide to Strategic and Sustainable Nonprofit Storytelling & Toolkit](#)
- [Developing A Story Telling Culture](#)
- [Andy Goodman's information and tools](#) (storytelling, presenting, strategic communications)
- [Copywriting for the Web: Today's Best Practices](#)
- [Using Cell Phones to Communicate with Survivors: Best Practices & Policy Recommendations](#)
- [Online Communication Tips for Nonprofits](#) (Nonprofit Tech for Good)
- [Nonprofit Technology Network](#)
- [You've Have Something to Talk About: Amplifying your Organization's Greatness](#)

## **COLLABORATION STRATEGIES**

- [Forging New Collaborations: A Guide For Rape Crisis, Domestic Violence, & Disability Organizations](#)
- [What does it mean for us to collaborate?](#) Kansas Coalition Against Sexual and Domestic Violence
- [How to Collaborate- Collaborative Justice](#)
- [Collaboration Survey](#)
- [Sample collaboration MOU](#)
- [Guidelines for Developing a Memorandum of Understanding](#)
- [Successful Collaborative Partnerships: Key Elements and a Self-Assessment Inventory](#)
- [Model Guidelines for Nonprofits Evaluating Proposed Relationships With Other Organizations](#)
- [Collaboration Tools](#)

## **WEBINARS**

- [How Employers Can Build a Framework to Address Sexual Harassment and Violence in the Workplace](#)
- [Providing Support Through Organizational Transitions](#)
- [Succession Planning Within Domestic Violence and Sexual Assault Organizations](#)
- [Assembling the Pieces: Tools to Build an Effective Board \(FUTURES\)](#)
- [Compassion Fatigue & Self-Care for Individuals and Organizations \(FUTURES\)](#)
- [Leading with Emotional Intelligence](#)
- [The Benefits of Mentorship: Empower, Lead, Succeed in Organizations Serving Survivors of Violence \(FUTURES\)](#)
- [Navigating Fund Development Strategies During Transition \(FUTURES\)](#)
- [Overview of Nonprofit Digital Strategy \(FUTURES\)](#)
- [Measuring Trauma-Informed Practice: Tools for Organizations \(FUTURES\)](#)
- [Secondary Traumatic Stress \(FUTURES\)](#) (compassion fatigue, vicarious trauma, self-care)



- [OVW Financial Management Practices](#)
- [Empowering your Board to Lead: Understanding the Roles & Responsibilities of your Board](#)
- [Nonprofit Webinar: the Sustainability Mindset](#)
- [Preparing for the Inevitable: The Board's Role in Succession Planning](#)
- [CEO Confidential: Planning, Communicating and Implementing Your Organizational Exit](#)
- [An Organizational Sustainability Framework for Executive Transitions](#)
- [Staff Retention: We All Want It, But How](#) (Washington DV Coalition)
- [The Completely Revised Guide to Great Board Recruitment](#)
- [Writing to Make a Difference](#) (Story Telling) (Foundation Center 2012)
- [Introduction to Project Budgets](#) (Foundation Center 2015)
- [Practical Strategies for Creating Trauma-Informed Services and Organizations](#)
- [Trauma Informed Supervision](#) (Arizona Coalition)
- [Strengths-Based and Trauma-Informed Supervision Frameworks](#) (Jane Doe Inc.)
- [Webinars organized by Futures Without Violence](#) (archive of links to recordings and resources)

#### **ADDITIONAL WEBSITES WITH RESOURCES:**

- [Blue Avocado](#) (Magazine of American Nonprofits)
- [Boardsource](#)
- [Chronicle of Philanthropy](#)
- [Community Toolbox](#) (Toolkits/resources on organizational sustainability)
- [CompassPoint](#)
- [Foundation Center](#)
- [Guide Star](#)
- [HR Council](#) (Based in Canada)
- [National Council for Non-Profit Associations](#)
- [Nonprofit Technology Network](#) (technology usage and resources)
- [Nonprofit Tech for Good](#)
- [Roadmap Consulting](#) (Resources for Social Justice Organizations)
- [Stanford Social Innovation Review](#)
- [Strong Field Project](#) (Leadership Development Program Resources for Domestic Violence Leaders)
- [TechSoup](#) (Technology products for nonprofits)
- [The Nonprofit Quarterly](#)

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