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

- 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

We offer this toolkit of resources as a reference. Their content does not represent the views of Futures Without Violence or the Office on Violence Against Women, U.S. Department of Justice. Please contact the author for information regarding copyright permissions.

This project was supported by Grant No. 2015-TA-AX-K047, awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.