## 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
- How Leaders Can Transform Their Organizational Culture (article SSIR)
- 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 STRATEGIES

- 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
- Guidelines for Trauma-informed Organization - Supervision (OVC)
• 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
• Trauma Informed Care Workgroup – Sample guidelines for meetings
• Hosting a Meeting Using Principles of Trauma Informed Care (acronyms)
• A Guide for Using the Trauma Informed Practices (TIP) Scale

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)
• Shared Leadership and Its Implications for Nonprofit Leadership (Journal of Nonprofit Education and Leadership, 2015)
• Shared Leadership in Teams: Expanding Traditional Approaches to Leadership to Make Teams and Organizations More Effective (Center for Leadership and Organizational Effectiveness)
• Leadership, Coaching, Executive Transitions, Board & Governance, Compass Point Tools
• Guide to Successful Nonprofit Executive Onboarding (Compass Point)
• The Situational Leadership Model (Directing, Coaching, Supporting, Delegating)
• 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)
• 4 Ways to Increase your Emotional Intelligence
• Building Leadership for Social Impact (Individual and Organizational Strategies and Activities)
• Building the Bridge As You Walk On It: A Guide for Leading Change (Book)

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)
• Professional Development Planning (Compass Point Tools)
• A Supervisor’s Checklist for Preparing for Employee Performance Reviews
• **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**
• **Managing When You are Not Face to Face**
• **Employee Retention Strategies Ideas for Nonprofits** (article)
• “**The 5 Languages of Appreciation in the Workplace.**” Book for supervisors/managers.

**SELF-CARE: INDIVIDUAL & ORGANIZATIONAL**

• **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**
• **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**
• **Taking Care of Yourself So You Can Take Care for Others**: self-care toolkit, resiliency
• **Fingerhold Practice for Managing Emotions & Stress** *Diagram*
• **Sustainability in your Work and Personal Life – Reflections on Time Management Worksheet**
• **Mindfulness, Getting Started** (Breathing Meditation)
• **Plan for Resilience: Employee Guide** (Workplace Strategies for Mental Health)
• **A Parent’s Self-Care and Self-reflection**
COMMUNICATION & CONFLICT RESOLUTION

- Conflict Resolution Kit – 12 Skills Summary (Conflict Resolution Network)
- 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)
- Communication Styles: A Self-Assessment Exercise (Including adjusting to other styles)
- How to work with different Communication styles in the Office (Lifehack article)
- How you Connect and Disconnect with Others: The 4 Dominant Communication Styles (include quiz)
- 4 Ways to Navigate Different Communication Styles in Your Workplace (article)
- Personality and Communication Styles (workplace – legal setting)

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
- Onboarding Best Practices, A Guide for Onboarding New Staff
- Ethics and Accountability for Non Profits Resources
- Nonprofit Best Practices Human Resources Toolkit (Taproot)
- 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
- Self-Assessment Tool: Oregon Domestic Violence & Sexual Assault Program Standards
- Personnel Policies Manual Template
- Salary Policy Review Discussion Guide (Roadmap)
- Model Workplace Policy on Domestic Violence, Sexual Violence, and Stalking
- Workplaces Respond to Domestic Violence and Sexual Assault, National Resource Center
- Building Cultures of Care: A Guide for Sexual Assault Service Programs
- Nonprofit Recruiting Tips and Best Practices
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
- Boards Matter: Board Building Tools for the Busy Social Justice Executive
- AAA Board (Advocate, Ambassador, and Asker) (Board engagement checklist & commitment)
- AAA Board Engagement (as Advocates, Ambassadors, and Askers) Power Point
- 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
- Board Café Archives (Board Governance Templates & Articles)
- How to Ensure Board is Appropriately Involved in Projects for Change
- Board Engagement (article)
- Staying Engaged, Stepping Up: Succession Planning and Executive Transition Management for Nonprofit Boards of Directors (Casey Foundation)

FINANCIAL HEALTH

- OVW Grant Management Resources
- Online Grants Financial Management Training U.S. Department of Justice
- 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
- 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)
• Fiscal Policies and Procedures (Compass Point)
• A Board-Staff Agreement for Financial Accountability (Blue Avocado)
• Managing Crisis: Risk Management and Crisis Response Planning (DHHS)

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
• Strategic Planning that Makes a Difference And That’s Worth the Time
• Strategic Planning & Goal Setting (overview)
• Logic Model Development Guide - Kellogg Foundation
• Developing an Action Plan (tools)
• Business Planning Tools for Non-Profit Organizations
• Time management grid – Covey Sample
• Covey Time Management Matrix - Activities chart
• Manage your Time and Energy: A Path to Personal Sustainability (tool/workbook)
• Project Management Resources & Tools (Compass Point)
• 11 Key Ingredients for Growth (organizational growth)
• Evaluation Tools - Domestic Violence Evidence Project
• Program Evaluation Resources – National Center on Domestic and Sexual Violence
• Organizational Assessment for Agencies Serving Victims of Sexual Violence (RSP & NSVRC)
• Conducting a Thoughtful Needs Assessment: A Comprehensive Approach to Program Design for Adult and Children Survivors of Domestic Violence (Webinar, FUTURES)
• Guide to Conducting Needs Assessment (OVCTTAC)
• Planning with Equity and Inclusion & SMARTIE Goals Worksheet, The Management Center

SUCCESSION PLANNING & TRANSITIONS
• Organizational Transition Toolkit
• 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)
• Change Management: Strategies to Help Leaders Make the Most of Uncertain Times (TCC Group)
• Managing Organizational Growth and Change (Strategies for Social Change)
• 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.

COMMUNICATION, STORY TELLING & MARKETING
• Communications and Marketing (links to resources) Center for Nonprofit Excellence
• Communication Plan Template (sample)
• 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
• Storytelling Culture Self-Assessment Tool
• Developing A Story Telling Culture
• Storytelling Approaches to Program Evaluation (The California Endowment)
• Story Building Blocks: Fundamental Elements of Compelling Stories (Meyer Foundation)
• 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)
• Technology Safety (for service providers and survivors)
- You’ve Have Something to Talk About: Amplifying your Organization’s Greatness
- Digital Persuasion: How Social Media Motivates Action and Drives Support for Causes
- Communications Toolkit

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
- Four Network Principles for Collaboration Success (The Foundation Review-Article)
- How to Collaborate- Collaborative Justice
- Collaboration Survey
- Sample collaboration MOU
- Guidelines for Developing a Memorandum of Understanding
- Model Guidelines for Nonprofits Evaluating Proposed Relationships With Other Organizations
- Collaboration Tools
- The Skillsets of Successful Collaborators (Boardsource infographic)
- A Moment to Explore Strategic Partnerships: Adapting to Change (power point)
- A Moment to Explore Strategic Partnerships: Innovation and Scale (power point)

WEBINARS
- Support for your Organizational Infrastructure: What We Can Do For You – (Leadership Strategies)
- Workplace Policies and How they Support or Contradict Core Values (FUTURES)
- How Employers Can Build a Framework to Address Sexual Harassment and Violence in the Workplace (FUTURES)
- Providing Support Through Organizational Transitions (FUTURES)
- Succession Planning Within Domestic Violence and Sexual Assault Organizations (FUTURES)
- Assembling the Pieces: Tools to Build an Effective Board (FUTURES)
- Compassion Fatigue & Self-Care for Individuals and Organizations (FUTURES)
- Leading with Emotional Intelligence (FUTURES)
- 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)
• Practical Strategies for Creating Trauma-Informed Services and Organizations (series NCDVTM)
• Strengths-Based and Trauma-Informed Supervision Frameworks (Jane Doe Inc.)
• Webinars organized by Futures Without Violence (archive of links to recordings and resources)
• Learning to Love Ourselves: Incorporating Compassion Care in our Work (webinar & resources)

Webinar Resources/Tools National Indigenous Women’s Resource Center

ADDITIONAL WEBSITES WITH RESOURCES:
• Blue Avocado (Magazine of American Nonprofits)
• Boardsource
• Charity Water - Organization/website for building support for your cause.
• Chronicle of Philanthropy
• Community Toolbox (Toolkits/resources on organizational sustainability)
• CompassPoint
• Foundation Center
• Guide Star
• Leadership values – DELTA cards Values Cards, 62 cards and instructions.
• Luna Jiménez Institute for Social Transformation, Professional Development & Communication
• National Council for Non-Profit Associations
• Nonprofit Tech for Good
• Nonprofit Technology Network (technology usage and resources)
• OVC Office Of Victims of Crime Technical Assistance and Training Center Resources
• Roadmap Consulting (Resources for Social Justice Organizations)
• Social Transformation Project (Resources and Tools, Assessment, Leadership)
• SPITFIRE Strategies, communication strategy development tools. (Free)
• **Stanford Social Innovation Review**
• **Strong Field Project** (Leadership development program resources for domestic violence leaders)
• **Taproot Foundation** – Provides support and connection to skilled volunteers that provide expertise/services pro bono to nonprofits, social change organizations.
• **TechSoup** (Technology products for nonprofits)
• **The Circle Way Process** – Strategy and tool to lead conversations, process, and resolve.
• **The Management Center** – Training on “Managing for a Changing World” & Tools and Resources
• **The Nonprofit Quarterly**
• **ToP Strategic Planning / Technology of Participation**: Tools, resources for strategic planning.

**Books and Articles**
- “Building the Bridge As You Walk On It: A Guide for Leading Change”
- “Dare to Lead: Brave Work. Tough Conversations. Whole Hearts.”
- “Immunity to Change: How to Overcome It and Unlock the Potential in Yourself and Your Organization”
- “Managing to Change the World: The Nonprofit Manager’s Guide to Getting Results”
- “Radical Candor: Be a Kick-Ass Boss Without Losing Your Humanity” Podcast and book
- “The Most Important Work We’ll Never Finish,” *By Sarah McAfee*
- “Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others,” Laura van Dernoot and Connie Burke

**Podcasts**
- **Nonprofits are Messy, The Post Cast** – Joan Gary, podcasts on multiple topics.
- **Coaching for Leaders: Discover Leadership Wisdos Throug Insightful Conversations**
- **The Look & Sound of Leadership, Essential Communications, Executive Coaching Tips**
- **Work Life with Adam Grant** (TED)
- **Women at Work**, Harvard Business Review

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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.