



THE FIELDSTONE ALLIANCE NONPROFIT GUIDE TO

CONDUCTING SUCCESSFUL FOCUS GROUPS



*How to Get
the Information
You Need to
Make Smart
Decisions*

Judith Sharken Simon

The Wilder Nonprofit Field Guide To Conducting Successful Focus Groups

S Ben Porath



The Wilder Nonprofit Field Guide To Conducting Successful Focus Groups:

The Fieldstone Alliance Nonprofit Guide to Conducting Successful Focus Groups Judith Sharken Simon, Amherst H Wilder Foundation, 1999-01-15 Practical and easy to use Conducting Successful Focus Groups gives you the practical guidance to do focus groups using little more than staff or volunteer time and the cost of refreshments In ten easy to follow steps you ll learn how to plan and conduct focus groups and most importantly how to put the results into action 1 Create a focused purpose statement 2 Set up a realistic timeline 3 Decide who and how many participants to invite 4 Generate questions that ll get the information you need 5 Write a focus group script 6 Choose a facilitator 7 Find a location that puts people at ease 8 Run the focus group 9 Put the results into action Each step is followed by a task statement that sums up what you need to do before moving on Examples worksheets answers to frequently asked questions and an annotated bibliography make the job even easier People feel flattered when you ask for their opinions in fact most love to tell you what they think With Conducting Successful Focus Groups you ll have the tools to use focus groups effectively and make better informed plans

The Wilder Nonprofit Field Guide to Developing Effective Teams Beth Gilbertsen, Vijit Ramchandani, 1999-07-01 Proven methods for smoother and more productive teamwork Teamwork is rarely simple easy or natural It s not enough to announce we re a team and expect results The Fieldstone Nonprofit Guide to Developing Effective Teams is a collection of the best tried and true team building methods All types of nonprofits community groups volunteers and board members can benefit from the tips and processes in this guide Plus no matter what role you play on the team you can use this guide and help bolster your team s success Tools for team start up To help your team get going this guide gives you seven tools and techniques for Writing a team mission statement Setting team goals Conducting effective team meetings p Creating ground rules Decision making in teams Creating team project plans Developing team spirit Tools for team maintenance Even the best teams struggle with challenges This guide will help you deal with predictable problems and improve teamwork at any stage of your team s development You ll find specific guidance for Improving team meetings Evaluating overall team effectiveness Resolving conflict within a team Managing conflict between two teams Clarifying roles and responsibilities Dealing with performance problems Communicating between meetings With a few tools and a little guidance most groups of people who want to become a team can do it Developing Effective Teams is just the help you need

The Wilder Nonprofit Field Guide to Crafting Effective Mission and Vision Statements Emil Angelica, 2001 Bring focus and direction to your work Too often if you ask four people in a nonprofit what their organization s mission is you ll get four different answers Organizations without clearly defined and agreed to mission and vision statements frequently find themselves adrift at sea in real financial trouble and unable to make an ongoing positive impact on the community But an effective mission and vision statement can help an organization unify services and create a consistent approach to new program development Crafting Effective Mission and Vision Statements will help your organization develop or revise mission and vision statements that bring focus and direction

to your work With orderly easy to follow steps this engaging guide helps you Build ownership for the mission and vision statements among board and staff Create a common understanding of your organization s goals Understand how mission and vision statements differ and how to use both for greatest benefit Develop a mission statement that captures exactly what your organization does Create a vision statement based on stakeholders ideas and the organization s history capacity for growth and fundraising potential Use this guide to create mission and vision statements that help your organization stay focused and keep it moving toward a positive future

Focus Groups Graham R. Walden,2008-07-07 This volume is the first of two volumes that address the most recent ten years 1997 2006 of focus group studies and research literature Volume one provides coverage of the arts and humanities social sciences and the nonmedical sciences and volume two concentrates on the medical and health sciences These volumes cover the English language academic literature books chapters in books journal articles and significant pamphlets available in libraries via interlibrary loan and online A variety of materials are included instructional guides handbooks reference works textbooks and academic journal literature In *Focus Groups* Volume I the following subject disciplines have been considered in the arts and humanities_linguistics music religion and sports and leisure studies in the social sciences_anthropology business cartography communication demography education law library science political science psychology and sociology and in the non medical sciences_agriculture biology engineering environmental sciences and physics The selected entries have a minimum of four pages and include 29 books 50 book chapters 349 articles and 10 pamphlets for a total of 438 entries An appendix includes the titles of the 245 journals cited along with the appropriate entry numbers for each Author and subject indexes provide access to the contents with the subject index providing access to unique terms The detailed contents pages are designed to enable the reader to quickly find appropriate entries through the use of extensive and detailed subheadings

Reaching and Responding to the Audience Stacy Klingler,Cinnamon Catlin-Legutko,2013-04-16 Museums exist to serve their audiences This book describes how you can better relate to your audience looking at how small museums are engaging with and advocating for their communities We address marketing and public relations visitor services accessibility and easy ways to find out what your audience members think about and want from you

Understanding community attitudes about aging dams Jody A. Rendziak,2002

Mission-Based Marketing Peter C. Brinckerhoff,2010-10-05 A direct practical guide revealing how you can lead your not for profit to success through mission based marketing Now in a Third Edition Mission Based Marketing is a direct practical guide showing how you can lead your not for profit to success in a more competitive world This book provides the knowledge and skills you need to build a market driven organization that holds onto its core values does a better job of providing mission and successfully competes for funding clients referral sources staff and board members Includes new material on nonprofit websites social networking and new methods of communication advances in technology customer service in today s world and the effects of marketing on fundraising Goes beyond the hows and whys to include lots of hands on advice and real world

examples Other titles by Brinckerhoff Mission Based Management Leading Your Not for Profit In the 21st Century Faith Based Management Leading Organizations That Are Based on More than Just Mission and Social Entrepreneurship The Art of Mission Based Venture Development Filled with new material this book appraises the trends that have dramatically affected the not for profit sector in the past several years and explains how an organization can shape this shifting landscape to its ultimate benefit Getting the Message Out , **The Community Economic Development Handbook** Mihailo

Temali,2002-09-20 The step by step guide to turning any neighborhood around A weak local economy can be strengthened A run down neighborhood of boarded up storefronts litter strewn sidewalks high unemployment and poorly maintained housing can be transformed An entire community can be lifted up Mihailo Mike Temali knows this first hand He has spent nearly twenty years working in community based economic development helping cities as diverse as St Paul Minnesota and Santiago Chile In this concrete practical jargon free handbook he describes a proven way to make any community a better place to live Comprehensive realistic and easy to use If you don t already have a community economic development CED organization in place Temali tells you how to set one up Then he defines four pivot points that are crucial to neighborhood economies 1 Revitalizing your commercial district 2 Developing microbusinesses 3 Developing your community workforce and 4 Growing good neighborhood jobs He explains how to choose your first pivot point then guides you through the process of tackling each one True stories of successful CED provide inspiration Sidebars explore related issues dealing with gentrification finding potential partners supporting microentrepreneurs and more Other CED professionals share their insights in From the Field notes Appendices point you toward useful resources show you how to use the Internet to research your regional economy and include dozens of worksheets that will help you move from reading about CED to doing it The Community Economic Development Handbook is precisely what you need to turn your neighborhood around **Toward a 21st-Century**

School Library Media Program Esther Rosenfeld,David V. Loertscher,2007-10-15 A collection of articles written by leading experts in the school library field that explain how school teachers librarians and administrators can work together to improve library services and meet the needs of all students Using Qualitative Methods , **Essential Documents for School Libraries** Colleen MacDonell,2010-09-17 This techno savvy print ready book and CD contains essential documents for school libraries at the preschool elementary middle school and high school levels including the latest Web 2 0 tools and technology resources Many school librarians face similar inquiries such as students confused about writing citations teachers seeking a quick way to plan a research unit parents seeking advice on getting their child to read or a volunteer needing instruction on shelving books All are valid and urgent questions requiring immediate responses In today s digital world answering these questions is both easier and more complicated While the plethora of online applications allows easier sharing of documents the latest technologies have also raised new issues and added new complications The second edition of Essential Documents for School Libraries provides practical written and online solutions to common challenges in school

libraries Integrating traditional and electronic means of communication this book provides invaluable sample documents backed up by a carefully reasoned approach and practical guidelines for the strategic management of any school library These essential documents not only improve your ability to work with teachers and students but also help you use your library to build a positive school culture

Marketing Workbook for Nonprofit Organizations: without special title Gary J. Stern, 1990 Don't just wish for marketing results get them If marketing seems too commercial or too complex or if your current efforts aren't delivering results this book is for you With this helpful guide you can create a simple usable marketing plan designed to get results Since its first edition in 1990 the Marketing Workbook has helped thousands like you use marketing to reach the people you want to help and attract the money and support your organization deserves Now this updated second edition offers an easy to follow five step process to create an effective marketing plan provides an expanded resources section including Internet examples and includes web wisdom to help you set reasonable web goals build an on line reputation and learn about the possibilities and pitfalls of web promotion Use it to be sure you have the right services to meet people's needs reach the audiences you want with a message that motivates people to respond and make a strong impact in your community and beyond This book will guide you through each stage of the marketing process You'll learn how to link marketing with strategic planning set goals and evaluate your success conduct a marketing audit using the Six Ps of Marketing position your organization in a unique niche and develop a marketing plan and promotional campaign Plus you also get 27 proven promotional techniques dozens of tips for writing and design a sample marketing plan a case study of how one nonprofit implemented their plan and much more Get the Marketing Workbook and start putting the power of marketing to work in your organization

Five Life Stages Judith Sharken Simon, 2001-05-15 The life stage model is a powerful tool for understanding objectively your organization's current status and preparing it to move ahead to the future This useful guide helps you understand where your organization is in its life and how to avoid unnecessary struggles and act on opportunities to boost your organization's development

The Nonprofit Membership Toolkit Ellis M.M. Robinson, 2003-07-10 Your Hands On Membership Toolkit To be successful social change organizations require support from both dedicated partners in the community and individuals who need organizations to speak and act for them Smart organizations create a win-win situation by building membership programs that engage individuals in social change and assure long term financial success for their organization Successful membership programs provide individuals with valuable services a place in a community and advocates who work on their behalf In return members provide organizations with volunteers expertise credibility future leadership political clout word of mouth support financial assistance and a team of readily available loyalists Step by step The Nonprofit Membership Toolkit shows how to create manage and sustain a dynamic membership program that will help a social change organization thrive Written for both new and well established organizations this book is grounded in proven marketing techniques It gives managers and executive directors the

information and tools needed to understand their current members and attract new ones and it walks organizations through the process of linking program goals with membership goals The Nonprofit Membership Toolkit includes a wealth of illustrative examples and sample membership publications Schedules for typical membership tasks keep organizations on track and the easily reproducible worksheets and checklists and the companion Web site help readers design a program that can be adapted to meet the unique needs of their individual organization The Nonprofit Membership Toolkit will help executive directors development directors staff and board members and other volunteers involve the community build program effectiveness and diversify and strengthen their organization s funding base Social Work Macro Practice F.

Ellen Netting,Peter M. Kettner,Steven Lloyd McMurtry,2008 Social Work Macro Practice focuses on work with organizations and communities including planned change approaches and implementation This new edition of Social Work Macro Practice has been updated and revised to make it an even stronger and more user friendly text The authors have designed the book to mesh well with a variety of contemporary policy texts **Nonprofit Mergers Workbook Part II** La Piana Associates,2004 CD ROM contains integration plan software worksheets pre and post merger assessment tool sample human resource audit and sample technology audit **Financial Leadership for Nonprofit Executives** Jeanne Bell,Jeanne Peters,Elizabeth Schaffer,2005 Making sure that your nonprofit is going to be around long term requires financial leadership This means creating a financial vision for your organization and planning how you ll get there Financial Leadership for Nonprofit Executives gives you the framework specific language and processes to lead with confidence With it you ll learn how to protect and grow the assets of your organization and accomplish as much mission as possible with those resources The good news is you don t have to be a trained accountant earn an MBA or have run a for profit business in another lifetime You already have many of the skills it takes to be a financial leader This useful guide makes the process understandable and doable You ll find clear logical steps to learn how to get accurate financial data in a format you can understand use financial data to evaluate your organization s health plan around a set of meaningful financial goals and communicate progress on these goals to your staff board and external stakeholders You ll also find five foundational financial leadership principles three overarching questions every financial leader needs to be able to answer and where to find those answers two fundamental budgeting principles and five steps to building a strong annual budget At the end of each chapter is an evaluation tool You can rate how your organization is doing relative to the component of financial leadership covered in each chapter Each attribute is scored as being red yellow or green Red items are below standard and require immediate attention yellow items are widely practiced though not generally ideal and green items are considered best practice Over time as you and your partners on the board and staff move the organization toward green in each of these areas you will create an environment in which financial leadership can flourish **Community Building** Paul W. Mattessich,Barbara R. Monsey,Corinna Roy,1997 This practical guide shows you what really does and doesn t contribute to community building

success It reveals 28 keys to help you build community more effectively and efficiently You won't find another single report that pulls out common lessons from across community building initiatives about what works You can use this report to find out what community characteristics contribute to successful community building make sure key processes such as communications and technical assistance are in place determine if community leaders or organizers have essential qualities such as a relationship of trust and flexibility and evaluate the likely success of a proposed project or get a struggling effort back on track Examples definitions and a detailed bibliography make this report even more valuable Wilder Research Center scoured the literature contacted resource centers and spoke with community development experts across the country The result is concrete understandable research based on real life experiences The 28 factors in this report are grouped by 1 characteristics of the community 2 characteristics of the community building process and 3 characteristics of community building organizers Detailed descriptions and case examples of how each factor plays out are followed by practical questions you can use to assess your work In addition to the factors you also get working definitions for community community building and many other terms a list of resources and contacts in the field an explanation of how the research was done and a complete bibliography of all the studies used in this report Now you can save time looking for best practice information With this concise report you've got the tools to help your community building work succeed **CLENExchange**, 1998

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