

Now Available: On-Call Administrative Support for HIV Service Organizations Conducting Their Own Search or In Need of Back Office Assistance



FindALeader.org: Facilitating Board-directed Searches to Fill HSO Executive Positions (or CEO-led searches for key leadership staff)



We contract with Board or executive management to facilitate the administrative procedures to find a new senior executive (Executive Director, Development Director, Chief Financial Officer, etc.)

Note: WE ARE NOT A SEARCH FIRM (We can refer you to search firms if you are interested)

The niche we serve is for those organizations who do not have the resources to retain a search firm and want to do their own search, but do not have sufficient time availability or experience to process a full recruitment process. We offer "best in class," experienced service by staff trained in HR processes. We utilize the well-documented and successfully deployed reference manual **Hiring The Nonprofit Chief Executive™** published by Third Sector Company.

Components include:

- Preparing for an effective volunteer-led search process
- Constructing and supporting the search committee
- The essential elements of a successful search process and a realistic timeline
- Handling internal candidates and the politics of searching for a new leader
- Key considerations in the interview process
- Introducing your new leader the right way

Other services:

- Online video meeting availability if necessary for group meetings and initial interviews
- Placement of notices on websites and bulletin boards, with management and tracking of deadlines and fees
- Informal networking in local nonprofit organizations
- Remote computer login & Skype meetings to economize on time commitments and travel of participants

NonProfitBackOffice.NET "On Call"



Administrative Support Services for the HSO Administrative Office



We contract with executive management to accomplish time-limited administrative functions that are beyond the availability of full time administrative staff of the smaller nonprofit office.

Services may include:

- Full fiscal review and assessment of processes and outcomes to identify and rectify shortcomings in fiscal condition of the organization
- Preparation for an audit, with assistance of a CPA
- Establishment/modification/clean up of databases, donor records, client stats, etc
- Preparation (or follow-up) for mass mailings, major events, special initiatives, retreats, annual meetings, etc.
- Preparation for accreditation by review bodies (policy and procedures development, etc.)
- Development of strategy, planning, and promotional documents for specific service lines
- Staffing for planned (or unplanned) absences (pregnancy, temporary disability, resignations, etc.)
- Website development, cloud databases, accounting service review or SEO/social media planning

Other productivity aids:

- Online video meeting availability if necessary for staff interactions from remote locations, or for consultation
- Assistance with website or IT needs specifically tailored to the needs of nonprofit organizations
- Technology planning, including selecting cost effective office equipment, printers, networks, cloud services, phones, tech support, online services, backup strategies, etc.
- Locating and negotiating on office expansion, contraction, or relocation, using a qualified licensed California Real Estate Broker (with nonprofit interests at heart) to represent YOU

Pricing is based on the number of hours necessary to undertake the agreed tasks. Your investment in time-limited, expert assistance will pay off in the long run.



Service Lines Offered by SST Nonprofit Services (a California nonprofit public benefit corporation)

Web: www.NonprofitBackOffice.NET | Phone/Fax: (213)984-2244 | Toll Free: (855)778-2222

Mail: 321 N Pass Ave. - No. 62, Burbank, California 91505 | Email: Info@nonprofitbackoffice.net