

A NONPROFIT SKILL SET

Fourteen skills for a development shop. One set of rules underneath all of them.

An example. Yours will look different.

THE THREE AREAS

- PEOPLE
- TOOLS
- GUIDES

RUNS ON ITS OWN

Scheduled. No one starts it.

Thank-You Check

MONDAY MORNING

Every gift from last week, and whether its thank-you went out.

Grant Deadline Watch

MONDAY MORNING

What is due in the next 30 days and what each one still needs.

Recurring Gift Watch

FIRST OF THE MONTH

Failed or cancelled monthly gifts, with a next step for each.

Board Report Prep

ONE WEEK BEFORE EACH BOARD MEETING

The numbers, pulled and in order.

The Friday Four

FRIDAY

What slipped, what is stuck, what needs a decision, and what to stop.

WHEN YOU CALL IT

On demand. The work names the moment.

Donor Meeting Prep

Before a donor meeting. Who they are, the last touch, and what is open.

Meeting Debrief

After a meeting. Notes, the follow-up email, and the next task.

Donor Research Brief

Before a first ask. What is public, what you already know, and what to find out.

Grant Report Drafter

When a report is due. Outcomes and numbers in the funder's format.

Appeal Drafter

When an appeal is next. A letter in your voice, built from one story.

Event Follow-Up

After an event. Thank-yous and next steps, sorted by who came.

Data Cleanup

When the database needs attention. Duplicates, gaps, and what to fix first.

New Staff Handoff

When someone joins or leaves. What they own, where it lives, and who to ask.