



Institute for Nonprofit Administration & Research

# Capacity Building Cohort 2023 Application: Mentors



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## Capacity Building Cohort 2023 Application: Mentors

The Institute for Nonprofit Administration and Research (INAR) and the Louisiana Alliance for Nonprofits with support from the Carolyn W. and Charles T. Beaird Family Foundation are collaborating to address nonprofit capacity issues in the Shreveport-Bossier region by offering a Capacity Building Cohort for Nonprofit Leaders! Leaders from 15 nonprofit organizations will be selected to participate in this program, which will take place February-November 2023.

### What is the Capacity Building Cohort?

“Organizational capacity refers to the resources, skills, and functions a nonprofit organization (NPO) needs to fulfill its mission across multiple domains” (Despard, 2016). Due to the tax structure of 501c organizations and the nature of the nonprofit sector, many nonprofits lack operational capacity. Capacity issues can encompass board development, financial management, staffing shortages, and other things that hinder operating an organization effectively.

The people served by this capacity-building program will be nonprofit leaders (at the CEO/ Executive Director level) representing established nonprofits of any size in the Shreveport-Bossier region. The cohort of 15 nonprofits will consist of one nonprofit leader from each organization (the cohort member). The cohort members can invite another individual (staff or board member) from their organization to attend the workshop based on the subject matter.

The cohort program will run from February 2023-November 2023.

### Project Phases

#### **Phase 1.**

In the first phase, cohort members will complete nonprofit capacity assessments based on their capacity-building needs and identify a capacity-building project they want to complete by the end of the program. Types of capacity-building projects include financial sustainability, employment manuals, volunteer recruitment and management policies, marketing and social media, board development, and/or activities that enhance the organization's operations.

#### **Phase 2.**

In the second phase, cohort members will attend thirteen in-person workshops that promote active learning and collaboration between cohort members. The topics of the thirteen workshops include:

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1) Introduction               | 8) Financial Management          |
| 2) Leadership                 | 9) Fundraising                   |
| 3) Board Development          | 10) Marketing and Special Events |
| 4) Volunteer Management       | 11) Grantwriting                 |
| 5) Human Resources            | 12) Information Technology       |
| 6) Diversity/equity/inclusion | 13) Strategic Partnerships       |
| 7) Program Evaluation         |                                  |
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### Phase 3.

In the third phase, cohort members will be matched with a mentor, who is an experienced nonprofit leader who will provide oversight and feedback during the capacity-building project.

### What is a Mentor?

A mentor is an experienced leader in the nonprofit sector. Mentors will play a pivotal role in the cohort by providing coaching, expertise, and guidance to participants.

### Mentor Expectations

The Capacity Building Cohort is designed to take participants through a series of professional development workshops and pair them with a mentor that will help them develop a capacity building project. Therefore, mentors will need to ensure that they can meet with their mentee June through November 2023. Mentors will be expected to meet with their mentee at least four times during Phase 3 and provide coaching, expertise, and guidance throughout the project.

Mentors will be expected to attend workshops on February 28th and May 30th. Mentors will be provided guidance on mentorship and a suggested schedule for meeting with their mentees.

### How to Apply

Mentors will need to complete the **Capacity Building Cohort 2023 Application: Mentors** to be considered. This is a competitive process and all information entered into the application will be evaluated by the Selection Committee.

Mentors will be selected by a committee based on their application. Mentors will also be provided a stipend of \$1,000 for each participant they mentor.

### Timeline

Applications Due January 31

Mentors Selected February 15th

**Mentors will attend the first and last workshops (February 28th and May 30th)**

Workshop dates (8:30-11:30am every Tuesday) February 28th through May 30th

**Mentors and Mentees will meet at least four times June -November 2023**

Cohort Members will submit capacity building project and mentors will attend celebration November 28th

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**Instructions:** Please email your completed application to **INAR@LSUS.EDU** no later than **JANUARY 31, 2023**. If you have any questions, please email [stacey.hargis@lsus.edu](mailto:stacey.hargis@lsus.edu) or call us at (318) 795-4245.

## General Information

Full Name

Preferred Name

Mobile Phone

Email

Emergency Contact Name

Emergency Contact Phone Number

Do you have any food allergies or diet restrictions?

What is the highest level of education that you have completed?

## Organization Information

Organization Name

Address

Your Position Title

How long have you been in your current position?

EIN Number

Organization Budget Size

Number of Staff

Number of Board Members

## Please Answer the Following Questions in Three to Four Sentences

Why are you interested in participating as a mentor in the capacity building cohort?

What are your strengths and weaknesses as a nonprofit leader?

What is the greatest capacity building challenge that you have experienced and how did you overcome it?

If selected what type of project would you like to mentor? *(Types of organizational capacity projects include financial sustainability, employment manuals, volunteer recruitment and management policies, marketing and social media, board development, and/or any activities that enhance the organization's operations.)*

## Mentor Stipend

Because of the generous support of **the Carolyn W. and Charles T. Beaird Family Foundation**, mentors will be provided a stipend of \$1,000 for each participant they mentor. Please indicate below if you would like to mentor more than one participant:

I would like to mentor **one** participant.

I would like to mentor **more than one** participant.

## Mentor Acknowledgement of Commitments

Please read the following, initialing to signify understanding and compliance, and sign below.

I understand that the mentorship component of this program takes place during business hours.

I acknowledge that there is a project component of this program that I will be responsible for mentoring.

I agree to meet with my mentee at least 4 times throughout Phase 3 of the program.

I understand that I will be provided a stipend whose amount is determined by the number of participants that I mentor. I also understand that this stipend is funded by a grant from the Beaird Family Foundation.

***I understand the goals and commitment of the Nonprofit Capacity Building Cohort of 2023 and the attendance requirements. If selected, I will fulfill all obligations outlined in this application. I acknowledge that I have completed the application and that all the information contained herein is true and correct. I hereby give the Institute for Nonprofit Administration and Research at LSUS the right to make inquiries regarding the information provided on this application form.***

**Mentor Signature**

**Date**

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