Submit by Email

ONE place @ kpl

Opportunities for Nonprofit Excellence

Kalamazoo Public Library
315 South Rose Street
Kalamazoo, MI 49007

269.553.7910
ONEplace@kpl.gov
www.kpl.gov/ONEplace

Consultant/Trainer Registration

All consultants/trainers wishing to appear in our directory are required to submit a resume and a complete, signed registration packet that includes an agreement committing to: use of best practices, working within a professional code of ethics, adhering to client confidentiality, avoiding/acknowledging conflicts of interest, and evaluating outcomes of consulting/training.

Consultant/Trainer Information

Organization Name _____

Contact _____

Title _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Cell Phone _____

Email _____ Fax _____

Website _____

Year Established _____

Accreditations, licenses:

Professional memberships:

Professional recognitions:

Professional development activities:

Please describe your philosophy or mission in working with nonprofit organizations (NPOs).

How do you evaluate the capacity-building needs of an organization?

How do you evaluate the outcomes of capacity-building work you have done with NPOs?

KALAMAZOO PUBLIC LIBRARY

MAJOR FUNDING PROVIDED BY

Irving S. Gilmore FOUNDATION

Kalamazoo community foundation

Please describe your experience working with diverse populations and organizations (races, ethnicities, generations, physical/mental health, etc.).

Do you speak and/or write fluently in a foreign language? (please specify)

Please indicate the types of organizations have you worked with directly; the number of years of experience with each; and, the role/s you filled.

- **A consultant** is defined as a professional who works with a client for a defined period of time to evaluate needs and recommend courses of action to improve them.
- **A trainer** is defined as a professional who provides an individual or group program to teach specific skills or knowledge.

	Consultant	Trainer	Years
Nonprofit 501(c)(3) organizations:			
___ Established			
___ Start-up			
All volunteer organizations			
Governmental or public entities			
Faith-based			
For-profit companies/corporations:			
___ Large			
___ Mid-sized			
___ Small			

What percent of your workload over the past three years has been/is in the nonprofit sector?

Which of the following sub-sectors have you worked in:

	Consultant	Trainer	Years
Animal rights			
Arts, culture, humanities			
Community, neighborhood development			
Disability issues			
Economic development			
Educational (K-12 ____yrs) (higher education ____yrs)			

	Consultant	Trainer	Years
Elder issues			
Environmental issues			
Families and children			
Faith-based, churches			
Gender issues			
Health and human services			
Housing issues			
Human rights and justice			
International issues			
Law enforcement			
Public policy			
Race and ethnicity issues			
Recreation, sports			
Workforce development			
Youth issues			
Other: (please specify)			

What level of expertise and hands-on experience do you have in the following areas
(indicate 1 to 5, with 5 being the highest; please check specific bulleted items of highest expertise):

	Consultant	Trainer	Years
Boards of Directors			
Selection and orientation			
Development and evaluation			
Roles and responsibilities			
Developing mission, vision, goals			
Hiring and evaluating the ED/CEO			
Succession planning			
Policy development and evaluation			
Legal requirements			
Ethical issues			
Transparency and accountability			

	Consultant	Trainer	Years
Board of Directors (continues)			
Organizational evaluation and assessment			
Strategic planning			
Sustainability and long-term viability planning			
Committees, task forces			
Collaborations and Strategic Alliances			
Competition versus cooperation			
Developing sustainable collaborations			
Communications			
Branding the organization			
Case statements and messaging			
Using data effectively in communications			
Internal and external outreach, communication tools			
Marketing			
Public relations			
Traditional media (newspaper, radio, TV, etc.)			
New media usage (from email, web, IM, etc.)			
Public speaking tools and training			
Community outreach (trade shows, public events, etc.)			
Community Needs Assessment / Asset Mapping			
Ethical Issues			
Evaluation and Assessment			
Developing outcomes measurement			
Using evaluation tools			
Data usage			
Capacities to fulfill mission, activities			
Fundraising capacities			
Impact on constituents			
Impact on community			

	Consultant	Trainer	Years
Financial and Asset Management			
Accounting practices, bookkeeping			
Budget development			
Payroll and related taxes			
Investments and sustainability			
Returns on Investments (ROI)			
Audits			
Fundraising / Income Generation			
Evaluation, planning, implementation			
Developing donor relationships			
Developing case statements			
Special events			
Annual fund campaigns			
Grant proposal writing			
Grant and resource research			
Major gifts			
Planned giving programs			
Capital campaigns			
Feasibility studies			
Unrelated business income (URBI)			
Technology and data management			
Using new techniques and tools			
Other (please specify)			
Governance Models			
Carver Policy Governance			
BoardConnect			
Other (please specify)			

	Consultant	Trainer	Years
Human Resources			
Hiring the best people			
Leadership development			
Multi-generational issues			
Diversity			
Team building			
Conflict management			
HR policies, handbooks, and evaluation tools			
Employee benefits			
Staff development			
Performance evaluation			
Mentoring, coaching			
Succession planning			
Information and Technology Management			
Evaluation, planning, implementation			
Computer software training			
Evaluating and using new media			
Data collection and usage			
Leadership and Administration			
Management team			
Internal controls			
Policies and procedures			
Record keeping			
Risk management			
Disaster planning			
Facilities management			

	Consultant	Trainer	Years
Legal Issues			
IRS and Michigan laws governing NPOs			
501(c)(3), (4), (etc) regulations			
Required licenses, reports, and tax filings			
UBI (unrelated business income)			
Nonprofit Organizational Lifecycles			
Stages and capacity profiles and needs for each			
Start-up			
Growth			
Maturity			
Decline			
Turnaround			
Terminal			
Mergers and Organizational Restructuring			
Program and Services			
Evaluation of community needs			
Developing mission-based programs and services			
Planning and implementation			
Staff and volunteer capacity issues			
Facilities capacity issues			
Budget issues			
Using technology and data			
Evaluation of outcomes and impact			
Returns on investments (ROI)			
Public Policy			
Advocacy			
Lobbying			

	Consultant	Trainer	Years
Volunteer Management			
Recruiting			
Training			
Placement			
Supervision			
Recognition			
Engaging Baby Boomers, YPs			

Other (Specify):

Please indicate your experience working with nonprofit organizations:

On a pro bono basis

For a reduced fee of $

Please complete the following reference information for three nonprofit organizations you have worked with as a consultant or trainer in the past three years. Note: These references will be contacted by ONE place @ kpl staff and made available to potential clients.

Organization name _____

Contact name and title _____

Direct Telephone _____

Email _____

Address _____

City/State/Zip _____

Telephone: Fax _____

Services provided to this client _____

Dates under contract with this client _____

Additional information

Organization name _____

Contact name and title _____

Direct Telephone _____

Email _____

Address _____

City/State/Zip _____

Telephone: Fax _____

Services provided to this client _____

Dates under contract with this client _____

Additional information

Organization name _____

Contact name and title _____

Direct Telephone _____

Email _____

Address _____

City/State/Zip _____

Telephone: Fax _____

Services provided to this client _____

Dates under contract with this client _____

Additional information

I/we certifiy that the information submitted in this Consultant / Trainer Registration form is true and accurate. I certify that consulting and/or training that I/we engage in with clients uses recognized best practices, professional code of ethics, adhers to client confidentiality, avoids and/or acknowledges potential conflicts of interest, and provides outcomes evaluations to the clients for consulting/training provided.

I/we give ONE place @ kpl and potential clients permission to contact references and give references the right to provide accurate reference of their experience working with me/us in the areas noted in this registration application.

Authorized Signature_____Date_____

Print Name of Authorized Person_____Title_____