

**Are you looking for ways to
cut costs?**

**Are you “making do” with
fewer staff?**

**Are your days more harried,
trying to do more with less?**

**If you answered yes to any of these
questions, look inside for
the answer.**



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**Are you a
nonprofit CEO
who does it all?**

OGF: The Nonprofit Back Office Assistant

Are you a nonprofit CEO who's looking for ways to cut costs? (And who isn't, in this economic environment?) If you have had to let staff go and find yourself paying the bills, balancing the checkbook, raising revenue and offering programs—let Ohio Grantmakers Forum be your back office assistant. We'll handle your finance and administrative duties in a reliable, accurate and cost-effective way, relieving your worry that something will fall through the cracks as you juggle multiple daily tasks.

As a small nonprofit struggling to survive the current economic crisis, it is more important than ever to spend your time and resources wisely -- delivering services, achieving your mission, managing volunteers and board members and excelling at fundraising. Letting Ohio Grantmakers Forum's professional, efficient staff manage your back office tasks frees up your time to focus on these core mission-critical activities and competencies – allowing your nonprofit to keep its services and programs going during stress-filled times of growing need. Hiring OGF to manage your finance and administration will let you:

- ☑ Save money and time on overhead tasks
- ☑ Work with a partner invested in your long-term success and sustainability
- ☑ Increase your efficiency and effectiveness

HOW OGF CAN HELP

FINANCE: handle payables & receivables, manage record retention, process payroll and tax filings (including federal 990 forms, Secretary of State and Attorney General filings), reconcile bank statements, produce financial statements, prepare for and manage annual audit activities, provide internal control processes and review operating expenses to determine more cost effective solutions.

ADMINISTRATION: provide best practices in human resource management, handle employee

benefits (including health, dental & vision insurance, 401K) develop and implement personnel policies (sick and vacation leave, whistleblower, document retention and conflict of interest), craft appropriate performance management tools, design board orientation tools, craft and update employee manuals.

WHO WE ARE

Ohio Grantmakers Forum is an association of foundations, corporate contributions programs and other grantmaking organizations. With over 200 members and a budget of over \$1.5 million and staff in two locations, OGF has the expertise and experience to handle all of your back office activities.

KEY PERSONNEL

Andrew C. Phelan, III has extensive nonprofit and corporate experience in all aspects of finance and administration, with a special eye towards cost-effective management of resources. With a bachelor's degree in accounting and his MBA from Ashland University, he works effectively with clients to meet their individual needs and improve systems and processes.

Neva Hornbeck has close to 30 years of accounting experience in corporate accounting and bookkeeping for nonprofit and education organizations as well as small businesses. She has extensive knowledge of Quickbooks accounting software and produces easy-to-read reports. With her bachelor's degree from the University of Akron, she is a people person who pays close attention to detail.

CLIENT LIST

OGF currently provides back office services to the Health Policy Institute of Ohio, Ohio Association of Nonprofit Organizations, Ohio College Access Network, AmeriCorps – OCAN. One CEO regularly recommends OGF's ser-

vices to colleagues, saying that "During our four years of using OGF's nonprofit back office services I have found them to be efficient, accurate and cost-effective."

PRICING STRUCTURE

OGF has a tiered pricing structure based on the size of an organization's operating budget. Foundations that are OGF members receive a discount on back office services. Contact Andy Phelan, aphelan@ohiograntmakers.org, 614.224.1344, for more information and see how soon you can take the worry out of finance and administration by letting OGF take over your back office tasks.

