**Are You Ready for Fund Development?**

Successful fund development calls for strong staff and board leadership, thoughtful analysis and planning, efficient record keeping and reporting, relationships throughout your community, and compelling communications. This self-assessment tool will help you gauge how well your organization is prepared. Use it to identify where you're strong and where you need to improve, and as a guide for understanding how to strengthen your fund development capacity. Few organizations have all these conditions in place, so don’t stop your development efforts because you can’t answer YES to many of these questions! Work with your Board to prioritize your improvement areas while you continue to attract the support that your agency needs.

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|  | **Yes** | **No** | **Not Sure**  |
| Do you have up-to-date mission and vision statements for your organization? |  |  |  |
| Is every one of your staff and board members committed to and enthusiastic about your organization's mission and services? |  |  |  |
| Do you have a strategic plan for your organization? |  |  |  |
| Do you have a fund development plan? |  |  |  |
| Is there someone in your organization, paid or volunteer, who is able to devote substantial time to fund development work? |  |  |  |
| Do you know how each of your audiences would describe your organization's image? |  |  |  |
| Does every one of your board members help raise funds for your organization? |  |  |  |
| Do you have resources earmarked especially for fund development? |  |  |  |
| Does your budget include money for training? |  |  |  |
| Do you have collaborative relations with other nonprofits? |  |  |  |
| Do you have collaborative relationships with the communities you serve? Are they your advocates? |  |  |  |
| Do you keep in regular contact with the media about your organization and its events? |  |  |  |
| Do you have good relationships with corporate leaders in your community? |  |  |  |
| Can you name who gave to your organization more than once last year? |  |  |  |
| Is your technology up to date? |  |  |  |
| Do you have up-to-date versions of some the following resources: (1) website (2) Social media presence (3) brochure / marketing piece (4) direct mail letter (5) newsletter (6) press releases (7) annual report (8) case statement (9) video (10) PowerPoint (11) PSA  |  |  |  |