

CABE COMPASS PROJECT WORKPLAN

Claim/Goal #4.6 Budget & Fund Development		#4.6 Budget & Fund Development Develop multi-year budget and fund development plans to help the staff and board set realistic income goals with respect to the annual budgeting process and implementation of the CABECOMPASS; outline the strategic steps required to reach those goals, as well as board and staff responsibilities in accomplishing the plans; and identify targeted financial and strategic goals necessary to support successful COMPASS implementation.		Project Manager Jan Corea		Assessment	Additional Funds \$\$
Timeline		Action Steps	Milestones/Deliverables		Lead		
Start	Complete		Milestone (Deliverable)	Target Date			
July 2013	On-going	4.6.1 Establish budgets, budget strategy, and fund development goals for all COMPASS action plans.	<ul style="list-style-type: none"> • Work with action plan leads and staff to develop a budget for each action plan. • Determine the necessary fund development goals and strategies to support each budget. • Identify board and staff fund development responsibilities. • Identify targeted financial 	On-going	Jan	Done and in progress 2015-2016 Final budget prepared for board vote on Sept 19. A plan for the use of surplus funds prepared for board vote on Sept 19. A \$1 million reserve has been reached.	

			goals necessary to support the action plans. <ul style="list-style-type: none"> • Revise and update the goals/plan on an as needed basis in conjunction with revisions to the operating budget. 				
July 2013	On-going	4.6.2 Establish a system of contract development, management, and monitoring.	<ul style="list-style-type: none"> • Identify staff lead(s) for contract management. • Establish and maintain a system to manage current contracts. • Develop a plan to increase contracts by at least 10%. • Evaluate customer satisfaction with CABE contract services. 	September 2014	Liz Jimenez	Completed –in process for PDS and P2I The AMS and team leads for PDS and P2I have developed a monitoring systems for contracts in their divisions. Evaluation of services occurs regularly.	.
July 2013	Ongoing	4.6.3 Establish a system of fund solicitation strategies.	Develop a COMPASS synthesis to use in fund solicitation and cultivation <ul style="list-style-type: none"> • Establish personal solicitation plans, special fund development events, 	On going	Jan	In progress—done primarily by CEO with support from Staff. With hiring of Strategic Plan	\$20,000

			<p>direct mail campaigns, and government and foundation grant applications.</p> <ul style="list-style-type: none"> • Engage Board members, executive director, and key staff in a giving program. • Engage Board members in fundraising tasks, including cultivation of donors/sponsors. 			<p>consultant, this area will be addressed more completely.</p> <p>Corporate Sponsorship and CABE 2016 sponsorship brochures have been completed</p> <p>Solicitation plan for 2015-16 is being finalized.</p>	
July 2015		4.6.4 Develop a portfolio of cultivation strategies (“making friends”).		On going	Enrique	<p>Developing corporate sponsorship brochure/packet—Done</p> <p>Consultant for Strategic Partnerships will work with CEO on this goal area</p>	
July 2013	Present	4.6.5 Conduct an annual membership drive to increase membership.		On going	Jan/Stanley	CABE 2015 membership campaign—one year complimentary registration	
July 2013	Present	4.6.6 Maintain, monitor, and		On Going	Jan	Maintained and monitored on a	

		evaluate the budgeting and fund development plan and process.				regular basis by Jan, Yvette, and Coordinating Council members. Completed rigorous budget development process with staff leads, accounting consultant, finance committee and executive committee. Final Budget is prepared for board approval at Sept 19, 2015 board meeting.	