

NCF 101: TOP 10

October 2020

- 1** You are a **Fund Advisory Committee** (FAC) member—not a *board* member; You are a member of an **advisory committee** for your fund. Your community has a **fund**, not a *foundation*! Your fund is an **affiliated fund** of Nebraska Community Foundation.
- 2** The answers to many of your questions are on NCF’s website—familiarize yourself with the content available, especially the resources pages.
- 3** Growing your community’s unrestricted endowment is your FAC’s primary role.
- 4** Developing and maintaining strong donor relationships and making impactful grants are the two best strategies to grow your unrestricted endowment. The best tools to grow your endowment are routine/annual asks, challenge grants, planned giving, and donor visits. Impactful grants are generated by leveraging other resources with the payout from your unrestricted endowment. More payout, more impact.
- 5** Learn to be a storyteller. It is important to celebrate success and share those stories within your community and the NCF network—good grantmaking can be the best fundraising!
- 6** Your Affiliated Fund Development Coordinator is your personal trainer. If you want your community to have the best of what the NCF network has to offer, if you want to get stronger and better, work with your trainer. When in doubt, and when you are not, work with your coordinator!
- 7** Learn to collaborate. Learn how to make decisions by consensus.
- 8** Lead by example with your own annual and planned gifts to your fund. It is much easier to ask others to join you than to ask them to do something you haven’t done!
- 9** Familiarize yourself with your fund’s vision, mission, and values so you stay connected to your purpose and passion. Don’t let your FAC get distracted with tasks that aren’t in line with your mission and don’t get you closer to your vision.
- 10** Be able to articulate your “WHY.” When others ask you what you’re up to, instead of saying, “not much,” you’ll be able to share your fund’s mission, the benefits of an unrestricted endowment, and why you give your time, talent, and treasure to your fund.

KEYS TO KEEPING YOUR FUND RUNNING SMOOTHLY

- **Leadership succession:** actively recruit other volunteers with a strategic and energetic attitude.
- NCF's Annual Training and Celebration is one of the best ways to learn from your peers—and a great way for you to share your expertise to strengthen the network and Greater Nebraska.
- Cultivate your active listening skills. By asking probing questions and listening intently, people will tell you their dreams, passions, and motivations. Listen actively to your fellow fund advisory committee members, your friends and neighbors, locally elected officials, and your donors. Active listening is the key to co-creation.
- Welcoming and Belonging: be inviting and inclusive to your entire community.
- **Events:** check with your coordinator before planning an event—funds can (and should!) get insurance coverage through NCF.
- Meetings: fund secretaries should send all meeting minutes to their Coordinator, as well as updated **FAC forms** when members change.
- **Policies:** review the Diversity, Whistleblower, and Confidentiality policies on an annual basis as a fund.
- Account Agreements: each account agreement purpose statement aligns with donor intent.
- Contracts: funds/FAC members do not sign contracts; NCF signs all contracts and grant applications.
- Operating Guidelines: funds have guidelines not bylaws. These should be reviewed every three years.
- Impact Grantmaking: your coordinator can help your fund work to make impactful grants that elevate your fund's mission in your community. Work with your coordinator to develop your impact grantmaking strategy.
- Donor Stewardship: funds are responsible for sending thank you notes. NCF sends receipts for gifts over \$35, but does not send thank you letters on behalf of funds. The primary contact for your FAC receives an email if a gift comes directly to NCF.
- **WE ARE ALL NCF!** Your fund's actions impact the entire NCF network. Be mindful of this with all activities your fund undertakes.