

FAQ: HIRING A CONSULTANT FOR YOUR ORGANIZATION

WHO CAN HIRE AN ORGANIZATIONAL CONSULTANT?

Nonprofit, 501(c)3 organizations looking to develop strategies for funding, audience development, PR and outreach planning, marketing and social media, organizing retreats and meeting, or some combination of these goals. If you're looking professionals to assist primarily with grantwriting and fundraising for specific projects or opportunities, [see our list of grantwriters](#).

WHAT SHOULD I PREPARE WHEN MEETING WITH AN ORGANIZATIONAL CONSULTANT?

You should also be sure to have the following:

- a goal
- an intended outcome
- an idea of some benchmarks for success (financial, programmatic, etc.)
- a timeline
- a rough budget

One of the consultants on the list says you should know how you will “sustain your program financially beyond the first year of funding.” Also, the consultant should know who is in charge of the project, and if there are partners, members or staff who will contribute to the project as well, and what their roles will be.

DO I NEED VISUAL MATERIALS TO PRESENT TO THE CONSULTANT?

If you have an up-to-date website, this is be a great place to start. You should also have a brief project description, a resume, work samples, an annual report, press reviews or video links just to give the consultant a sense of your background.

WHAT SHOULD I BE PREPARED FOR UPON SIGNING A CONTRACT WITH THE CONSULTANT?

Most consultants on our list will require the following from you once the contract is signed: a 990, a grant application for organizational background, the last two months of financial statements, any planning documents, board and committee lists with contact info, a meeting schedule with the board and committee, marketing materials and program materials.