

**CompassPoint Nonprofit Resource Center  
Book Holdings**

As of 3/3/2010

**Board Leadership and Development**

<b>Ref #</b>	<b>Title</b>	<b>Author(s)</b>	<b>Edition</b>
B101	<a href="#">Advising California Nonprofit Corporations</a>	<i>Patrick Whaley</i>	Second
	<b>DESCRIPTION:</b> This invaluable resource is the only law practice title for California attorneys on establishing and operating California nonprofit corporations. Covers tax and nontax considerations before incorporation, articles and bylaws, fundraising, tax-exempt financing, taxation of investment and business activities, and legislative and political activities.		
B102	<a href="#">All Hands on Board</a>	<i>Jan Massoka</i>	
	<b>DESCRIPTION:</b> Concise information specific to governance of an all-volunteer organization (AVO), with checklists, suggested readings, and resource list.		
B103	<a href="#">Boards That Love Fundraising</a>	<i>Robert M. Zimmerman Ann W. Lehman</i>	
	<b>DESCRIPTION:</b> Written by Robert Zimmerman and Ann Lehman--leading experts in the field of fundraising and board development--Boards That Love Fundraising not only shows that all board members (no matter the level of experience) can learn to raise funds but also provides effective tips to the more experienced fundraisers. The book provides tips to help board members overcome the fear of rejection and feel more comfortable asking for support.		
B104	<a href="#">Boards That Make a Difference: A New Design for Leadership in Nonprofit &amp; Public Organizations</a>	<i>John Carver</i>	Third
	<b>DESCRIPTION:</b> In this revised and updated third edition, Carver continues to debunk the entrenched beliefs and habits that hobble boards and to replace them with his innovative approach to effective governance. This proven model offers an empowering and fundamental redesign of the board role and emphasizes values, vision, empowerment of both the board and staff, and strategic ability to lead leaders. Policy Governance gives board members and staff a new approach to board job design, board-staff relationships, the role of the chief executive, performance monitoring, and virtually every aspect of the board-management relationship.		
B105	<a href="#">Chief Executive Succession Planning: Essential Guidance for Boards and CEOs</a>	<i>Nancy R. Axelrod</i>	Second
	<b>DESCRIPTION:</b> How ready are you for a leadership transition? In Chief Executive Succession Planning, author Nancy R. Axelrod explains why it is important for your board to have a leadership transition plan whether or not you anticipate an upcoming executive search. Learn how to devise an ongoing chief executive officer succession plan that is linked to the strategic planning, mission, and vision of your organization. Help your board prepare for the future by tying the needs of the organization into the chief executive officer job description and chief executive officer evaluation.		

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B106	<b>Governance as Leadership: Reframing the Work of Nonprofit Boards</b>	<i>Richard P. Chait William P. Ryan Barbara E. Taylor</i>	
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**DESCRIPTION:** A new framework for helping nonprofit organizations maximize the effectiveness of their boards. Written by noted consultants and researchers attuned to the needs of practitioners, Governance as Leadership redefines nonprofit governance. It provides a powerful framework for a new covenant between trustees and executives: more macrogovernance in exchange for less micromanagement.

B107	<b>Hearts and Minds: A Guide to Nonprofit Board Leadership</b>	<i>Norah Holmgren</i>	1997
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B108	<b>Nonprofit Boards: A Practical Guide to Roles, Responsibilities, and Performance</b>	<i>Diane J. Duca</i>	
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**DESCRIPTION:** Any nonprofit that wants to survive beyond the nineties had better be governed by an effective, flexible board of directors. But what role should a nonprofit board play in fulfilling the organization's mission? How should the board carry out its responsibility to see that funds and other resources are used in the most efficient possible manner? How can the board perform its duties without alienating staff members? What pitfalls can divert a nonprofit board from addressing critical board functions?

Nonprofit Boards: Roles, Responsibilities, and Performance answers these questions and many more. This practical guide is dedicated to helping nonprofit board members, chairpersons, and executive directors develop and manage effective boards, empowered to respond to the special needs of their organizations.

B109	<b>Secrets of Successful Boards: The Best from the Nonprofit Pros</b>	<i>Carol Weisman</i>	
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**DESCRIPTION:** Sitting in a board room are people with different points of view, different voices, and different styles, which is why Carol's colleagues share their expertise, joys, and insights in this book. No attempt was made at uniformity other than spelling, grammar and punctuation. The purpose of this book is to give board member some tools and advice on how to do well. This book is not a book of best practices, but rather, like a board, the opinion of many different folks.

B110	<b>Strengthening Transparency Governance Accountability in Charitable Organizations</b>	<i>Paul Brest</i>	
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**DESCRIPTION:** This report was prepared by the nonprofit sector itself. The report's recommendations "underscore the importance of transparency, of providing the information that allows the public to make informed choices and government officials to root out problems."

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B111	<a href="#">The Best of the Board Café: Hands-on Solutions for Nonprofit Boards</a>	<i>Jan Masaoka</i>	
	<b>DESCRIPTION:</b> A compilation of the most-requested articles from CompassPoint's e-newsletter, Board Café ( <a href="http://www.boardcafe.org">www.boardcafe.org</a> ). Topics covered include: board structure and job descriptions, the relationship between the board and the ED, how to recruit new members and achieve diversity, fundraising, and ideas on how to hold productive meetings.		
B112	<a href="#">The Board Member's Book: Making a Difference in Voluntary Organizations</a>	<i>Brian O'Connell</i>	Third-part 1
	<b>DESCRIPTION:</b> Written by former Independent Sector President Brian O'Connell, this is the perfect guide to the issues, challenges, and possibilities facing a nonprofit organization and its board.		
B113	<a href="#">The Imperfect Board Member</a>	<i>Jim Brown</i>	
	<b>DESCRIPTION:</b> The Imperfect Board Member by Jim Brown is a highly perceptive, eminently readable, engagingly human book on how boards and directors can improve their performance. In a breezy conversational style that uses dialogue invitingly and often, the author explores with sensitivity and a light touch not only the standard ingredients but also the more subtle nuances of excellence in both corporate and not-for-profit governance.		
B114	<a href="#">The M. Word: A Board Member's Guide to Mergers</a>	<i>Alfredo Vergara-Lobo Jan Masoka</i>	
	<b>DESCRIPTION:</b> This study provides a road map to a merger's expectations, processes and obstacles. Special sections depict actual merger experiences, feature sample resolutions, and highlight the key roles executive directors and funders play in a merger. Also offers advice on how to close down an organization.		

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**Ref #**      **Title**      **Author(s)**      **Edition**

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FN115      [990 Handbook](#)      *Jody Blazek*

**DESCRIPTION:** Hands-on guidance to help nonprofits through the tax filing maze. Forms 990 provide a wealth of financial and programmatic information to enable government regulators, funders, journalists, and the interested public to measure a nonprofit's performance. Demystifying the Forms 990 for financial professionals and nonprofessionals alike, this user-friendly handbook walks you through the federal tax compliance process to assure maintenance of tax-exempt status. Blazek is widely recognized for her ability to translate complicated concepts into understandable language and explain the why and how Forms 990 should be prepared.

FN116      [A Desktop Guide Nonprofit Directors Officers, and Advisors: Avoiding Trouble While Doing Good](#)      *Jack B. Siegel*

**DESCRIPTION:** The first responsibility of nonprofit directors, officers, and managers is to make decisions that ensure that their organization's scarce resources are used in the most effective and efficient way possible to accomplish its mission. A Desktop Guide for Nonprofit Directors, Officers, and Advisors offers a comprehensive overview of the legal, accounting, and financial issues that nonprofit directors and managers must grapple with every day.

FN117      [Bookkeeping Basics: What Every Nonprofit Bookkeeper Needs to Know](#)      *Debra L. Ruegg*  
*Lisa M. Venkatrathnam*

**DESCRIPTION:** Many nonprofits don't have a trained bookkeeper on staff. This crucial function goes to whoever has the time and the willingness to do it. Lack of accounting training or background is not only frustrating for the individual, but also potentially risky for the nonprofit. Bookkeeping Basics will enable you to successfully meet the basic bookkeeping requirements of your organization. It gives you the knowledge and skills to track the financial activity of your nonprofit in a way that brings order out of chaos, safeguards the organization's assets, and provides useful information for making sound decisions

FN118      [Broken Yardstick: Administrative Cost Rates as a Measure of Nonprofit Effectiveness](#)      *Cassandra Benjamin*

**DESCRIPTION:** In a time when nonprofits are expected to demonstrate increased accountability, Benjamin undertakes an analysis of how nonprofits report--and how the public interprets--administrative costs such as accounting, insurance, and management. This research about indirect costs was based on a survey of San Francisco area nonprofits.

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
FN119	<a href="#">Financial Leadership for Nonprofit Executives: Guiding Your Organization to Long-Term Success</a>	<i>Jeanne Bell Peters Elizabeth Schaffer</i>	
	<b>DESCRIPTION:</b> Provides framework, specific language, and processes to create a financial vision for organizations and to lead with confidence. Details how to protect and grow organizational assets, and accomplish as much mission as possible with these resources.		
FN120	<a href="#">Nonprofit Compensation and Benefits Practices</a>	<i>Carol L. Barbito</i>	
	<b>DESCRIPTION:</b> In 1990, the Applied Research and Development Institute International (ARDI) conducted a national survey of nonprofit organizations to identify their management assistance needs. The survey results indicated human resource management was the number one topic, with compensation issues rated highest within this topic. Several nonprofit wage and benefit surveys have been published; however, in ARDI's search for resources, no resource had been identified which helps nonprofits learn about innovative compensation practices.		
FN121	<a href="#">Not-for-Profit GAAP: Interpretation and Application of Generally Accepted Accounting Principles for Not-for-Profit Organizations</a>	<i>Richard F. Larkin Marie DiTommaso</i>	
	<b>DESCRIPTION:</b> Wiley GAAP delivers the most recent developments and analysis of all generally accepted accounting principles (GAAP), restating the original, highly technical pronouncements in easy-to-understand terms and providing battle-tested implementation guidance.		
FN122	<a href="#">QuickBooks For Not-for-Profit Organizations</a>	<i>Christine L. Manor, CPA</i>	
	<b>DESCRIPTION:</b> The 2004 and 2005 QuickBooks® for Not-for-Profit Organizations workbook is a 470 page book providing detailed step-by-step instructions on how to use QuickBooks in a Not-for-Profit environment. The Not-for-Profit book will help your organization use QuickBooks properly and provide management with the data needed to make informed decisions.		

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FN123      [The Nonprofit Guide to Compensation Policies](#)

*Frederick Kohler  
K Kaufmann*

**DESCRIPTION:** Robin Williams wrote this one "for all the people who now need to design pages, but who have no background or formal training in design." Follow the basic principles clearly explained in this book and your work is guaranteed to look more professional, organized, unified, and interesting. You'll never again look at a page in the same way. Full of practical design exercises and quizzes. Runner-up for Best Introductory Systems How-to Book in the 10th Annual Computer Press Awards.

FN124      [Unified financial Reporting System for Not-for-Profit Organizations](#)

*Russy D. Sumariwalla  
Wilson C. Levis*

**DESCRIPTION:** Nothing can be more important to an organization's health and success than the quality of its financial reporting. This comprehensive guide is for all nonprofits that are required to comply with financial reporting standards set by the IRS and thirty-five state charity regulators (Form 990), FASB and AICPA (GAAP), grantmakers, and the like. It shows how to unify financial reporting requirements without compromising the organization's accuracy and accountability.

FN125      [Wiley Not-for-Profit GAAP 2006](#)

*Richard F. Larkin  
Marie DiTommaso*

**DESCRIPTION:** Wiley GAAP 2006 delivers the most recent developments and analysis of all generally accepted accounting principles (GAAP), restating the original, highly technical pronouncements in easy-to-understand terms and providing battle-tested implementation guidance.

FR126      ["Thank You for Submitting Your Proposal:" A Foundation Director Reveals What Happens Next](#)

*Martin Teitel*

**DESCRIPTION:** If you want the flavor of Martin Teitel's new book, imagine illusionist David Copperfield inviting you backstage to reveal how people are made to disappear or levitate. Only in Teitel's case, revelations center on the world of foundations and the \$25 billion they disperse each year in the form of grants. Teitel, so obviously loathe to bureaucracy, is the first (and only) foundation director in America - in the 100 year history of modern foundations - to pull back the thick curtain of confidentiality to reveal how this select club of 70,000 decides which projects to fund.

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Fundraising and Development

Ref #	Title	Author(s)	Edition
FR127	<b>Beyond Fundraising: New Strategies for Nonprofit Innovation and Investment</b>	<i>Kay Sprinkel Grace</i>	Second
	<b>DESCRIPTION:</b> The revised guide to creating a successful financial future and reinvigorated organization Demands of donors for accountability, transparency, and results have changed the way nonprofit professionals must organize their work. Developed from the author's firsthand experience as a fundraising consultant and volunteer, <i>Beyond Fundraising, Second Edition</i> examines the stewardship tools available through the Internet, the impact of accountability on planning, streamlined ideas regarding capital campaigns and feasibility studies, new techniques for annual giving that recognize the impact of the Internet, and new ways to involve increasingly busy board members in organizations.		
FR128	<b>Building Your Direct Mail Program</b>	<i>Gwyneth J. Lister, CFRE</i>	
	<b>DESCRIPTION:</b> In <i>Building Your Direct Mail Program</i> --part of <i>Excellence in Fundraising Workbook Series</i> --Gwyneth J. Lister provides the tools you need to make direct mail programs as effective and efficient as possible. With material tailored for volunteers and professionals who have little or no experience with direct mail, Lister walks you step-by-step through the process of creating a strong direct mail program. Filled with handy worksheets, checklists, and tips for avoiding the most common pitfalls, the book takes you through the process from start-to-finish--from knowing who should receive the direct mail package and working with list brokers, to creating and budgeting the package and evaluating the results.		
FR129	<b>California Consortium Of Education Foundations</b>		
FR130	<b>California Grants</b>	<i>Mandy M. Rigg Brian P. Dino</i>	
FR131	<b>Convergence &amp; Competition: United Ways &amp; Community Foundations</b>	<i>Jan Masaoka Jeanne Bell Peters</i>	
	<b>DESCRIPTION:</b> For more than 100 years, United Ways and community foundations have helped shape the landscape of American philanthropy. They champion giving-providing means by which every individual and business can be philanthropic.		
FR132	<b>Directors &amp; Officers</b>		
FR133	<b>Directory of Building and Equipment Grants</b>	<i>Richard M. Eckstein</i>	Third

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<b>Ref #</b>	<b>Title</b>	<b>Author(s)</b>	<b>Edition</b>
FR134	<a href="#">Directory of Grant-Making Foundations In Japan</a>		
FR135	<a href="#">Effective Philanthropy: Organization Success through Deep Diversity &amp; Gender Equality</a>	<i>Mary Ellen S. Chapek Molly Mead</i>	
	<b>DESCRIPTION:</b> In Effective Philanthropy, Mary Ellen Capek and Molly Mead offer strategies for strengthening organizations through a commitment to diversity and gender equality. Capek and Mead's research shows that institutionalizing a more nuanced understanding of what they call "deep diversity" allows organizations to make full use of all the resources they have available, both inside and outside their doors. The authors show how foundations have used "differences that divide us"—race, class, gender, sexual orientation, geography, age, religion, physical ability, and others—to become learning organizations, a proven strategy for organizational effectiveness.		
FR136	<a href="#">Ethical Decision Making in Fund Raising</a>	<i>Marilyn Fischer</i>	
	<b>DESCRIPTION:</b> In her brilliant and provocative new book, Ethical Decision Making in Fund Raising, author and philosophy professor Marilyn Fischer provides conceptual tools with which a nonprofit can thoroughly examine the ethics of how and from whom it seeks donations. Using the book's Ethical Decision-Making Model, the author explains how fund raisers can use their basic value commitments to organizational mission, professional relationships, and personal integrity as day-to-day touchstones for making balanced, ethical, fund-raising decisions.		
FR137	<a href="#">Ford Foundation-Annual Report 2005</a>	<i>Susan V. Berresford Kathryn S. Fuller</i>	
FR138	<a href="#">Foundation Giving Trends</a>	<i>Kathye Giesler</i>	2001
	<b>DESCRIPTION:</b> This report examines recent grantmaking patterns of more than 1,000 larger U.S. foundations, and compares current giving priorities with trends since 1980.		
FR139	<a href="#">Foundation Givings Trends</a>	<i>Josefina Atienza</i>	2006
	<b>DESCRIPTION:</b> This report documents the grantmaking patterns of nearly 1,200 of the largest U.S. foundations in 2005, and tracks changes in funding trends over the past decade. It explores foundation giving by subject focus, recipient type, types of support, population group, and region.		

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
FR140	<a href="#">Foundation Grants To Individuals</a>	<i>Phyllis Edelson</i>	14th
	<b>DESCRIPTION:</b> While most foundations make grants primarily to nonprofit organizations, Foundation Grants to Individuals is a directory of foundations known to make grants to individuals, such as students, artists, researchers, and other professionals.		
FR141	<a href="#">Foundation Yearbook</a>	<i>Steven Lawrence Josefina Atienza</i>	2004
	<b>DESCRIPTION:</b> This report documents changes in the number, giving, and assets of U.S. foundations from 1975 through 2005 and provides estimates of foundation giving through 2006.		
FR142	<a href="#">Foundation YearBook</a>	<i>Steven Lawrence Josefina Atienza</i>	2006
	<b>DESCRIPTION:</b> This report documents changes in the number, giving, and assets of U.S. foundations from 1975 through 2005 and provides estimates of foundation giving through 2006.		
FR143	<a href="#">Foundation Yearbook</a>		2005
	<b>DESCRIPTION:</b> This report documents changes in the number, giving, and assets of U.S. foundations from 1975 through 2005 and provides estimates of foundation giving through 2006.		
FR144	<a href="#">Founder Transitions: Creating Good Endings and New Beginnings</a>	<i>Evelyn Haas Walter Haaas Jr.</i>	
	<b>DESCRIPTION:</b> This guide examines the unique challenges presented by transitions involving founders or long-term executives. It provides clear advice for executives and their boards in confronting the complex issues these transitions present.		
FR145	<a href="#">Funders of Lesbian, Gay, Bisexual and Transgender Programs</a>	<i>Ernest Gutierrez Karen Zelsermyer</i>	

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Ref #	Title	Author(s)	Edition
FR146	<a href="#">Fundraising for Social Change</a>	<i>Kim Klein</i>	Fifth
	<b>DESCRIPTION:</b> Since it was first published in 1988, "Fundraising for Social Change" has become one of the most widely used books on fundraising in the United States. Fundraising practitioners and activists rely on it for hands-on, specific, and accessible fundraising techniques, and it has become a required text in dozens of college courses around the country. This "fifth edition" offers the information that has made the book a classic: proven know-how on asking for money, planning and conducting major gifts campaigns, using direct mail effectively, and much more.		
FR147	<a href="#">Giving Back The Silicon Valley Way</a>		
	<b>DESCRIPTION:</b> This Report is a compilation of four separate but connected research surveys. First, it describes individual philanthropy in Silicon Valley overall. Second, it provides a more in -depth look at high net worth individuals. Third, it updates and extends our benchmark 1994 Corporate Community Involvement Survey. Fourth, and most interesting to me, it provides profiles of twenty-five community leaders who exemplify distinctive new style of philanthropy: results-oriented, workplace related, education focussed, and intensely independent.		
FR148	<a href="#">Grant Proposal MakeOver: Transform Your Request from No to Yes</a>	<i>Cheryl A. Clarke Susan P. Fox</i>	
	<b>DESCRIPTION:</b> Nine out of ten grant proposals are rejected. Grant Proposal Makeover shows how to transform lackluster proposals into excellent ones-that have the potential to be funded. This book stands out from other traditional grantwriting books because it illustrates common flaws and problems in proposals and shows exactly how to fix them. It also includes helpful tips and quotes from foundation program officers and funding community insiders taken from an international survey of foundation professionals.		
FR149	<a href="#">Grantmaking Basics: A Field Guide for Funders</a>	<i>Barbara D. Kibb Fred Setterberg Colburn Wilbur</i>	
	<b>DESCRIPTION:</b> This updated version of Grantmaking Basics is a joint publication from the Council on Foundations and the David and Lucile Packard Foundation and is a must-have for anyone new to the field of grantmaking. The 120-page publication includes chapters on: How to Review Grant Proposals; Conducting Site Visits and Interviews; Learning to Look at Nonprofit Finances; Board/Staff Communications; and Cultivating Professional Skills Throughout Your Career. Also contains a glossary of terms along with sample forms, letters and worksheets.		

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
FR150	<a href="#">Grants for Arts Culture and the Humanities</a>		
	<b>DESCRIPTION:</b> Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.		
FR151	<a href="#">Grants for Community and Economic Development Housing and Employment</a>		
	<b>DESCRIPTION:</b> Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.		
FR152	<a href="#">Grants for Film Media and Communications</a>		
	<b>DESCRIPTION:</b> Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.		
FR153	<a href="#">Grants For Foreign and international Programs</a>		
	<b>DESCRIPTION:</b> Grantmakers featured in this Guide provide funding for international relief, disaster assistance, human rights, civil liberties, community development, conferences, and education.		
FR154	<a href="#">Grants for information Technology</a>		12
	<b>DESCRIPTION:</b> Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.		
FR155	<a href="#">Grants for Literacy Reading and Adult Education</a>		
	<b>DESCRIPTION:</b> Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.		

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Ref #	Title	Author(s)	Edition
FR156	<a href="#">Grants for Origran Evaluation</a>		18

**DESCRIPTION:** Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.

FR157	<a href="#">Grants for Social Services</a>		
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**DESCRIPTION:** Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.

FR158	<a href="#">Grants for Technical Assistance Management Support</a>		24
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**DESCRIPTION:** Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.

FR159	<a href="#">Grants for the aging</a>		1
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**DESCRIPTION:** Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.

FR160	<a href="#">Grants for the Physically and Mentally Disabled</a>		17
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**DESCRIPTION:** Our Grant Guides provide you with descriptions of actual foundation grants (of \$10,000 or more) awarded in various subject fields. It will help you to identify funders in your field and track grants awarded to organizations similar to your own.

FR161	<a href="#">Guatemalan NGOs A Funder's Directory to 145 Local, Regional and National NGOs</a>		
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*Victoria Sanford  
Micheal Scott*

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FR162	<a href="#">Guia Para Escribir propuestas</a>	<i>Jane C. Geever</i>	3
	<p><b>DESCRIPTION:</b> Esta tercera edición de nuestra Guía, Cómo escribir una propuesta ofrece instrucciones completas sobre los puntos básicos y específicos de esta tan importante técnica en el sector no lucrativo. Integrando los resultados de entrevistas recientes con los donantes, esta Guía entrega información actual y valiosa "desde adentro" con sugerencias sinceras por parte de las personas que evalúan sus propuestas y que le pueden brindar las mejores estrategias. Las entrevistas con los donantes también reflejan el extenso y profundo conocimiento existente dentro del período de crecimiento dinámico para la filantropía, así como dan a conocer los grandes avances tecnológicos que se han hecho en la comunidad filantrópica desde la pasada edición de esta Guía.</p>		
FR163	<a href="#">Guide to California Foundations</a>	<i>Peninsula Libarary System</i>	11th
FR164	<a href="#">Guide To Funding For International And Foreign Programs</a>	<i>Jeffrey A. Falkenstein</i>	Seventh
	<p><b>DESCRIPTION:</b> Grantmakers featured in this Guide provide funding for international relief, disaster assistance, human rights, civil liberties, community development, conferences, and education. Get all the facts you need to bolster your target list of funding prospects:</p>		
FR165	<a href="#">Guide to Proposal Writing</a>	<i>Jane C. Geever</i>	Fourth
	<p><b>DESCRIPTION:</b> In the forth edition of our essential Guide, author Jane Geever provides detailed instructions on preparing successful grant proposals. Incorporating the results of 40 interviews with grantmakers across the nation, the Guide reveals their priorities in reviewing submissions and provides insight into what makes a winning proposal.</p>		
FR166	<a href="#">Guide to U.S. Foundations</a>	<i>David G. Jacobs</i>	2006
	<p><b>DESCRIPTION:</b> This powerful fundraising reference tool brings you crucial facts on grantmaking foundations in the U.S., including a master list of the people who establish, oversee, and manage more than 74,000 foundations. To help you estimate giving potential, each entry includes current assets and annual contributions. With the Guide on hand, you'll quickly discover the foundation affiliations of your own board members, donors, and volunteers.</p>		
FR167	<a href="#">Guide To U.S. Foundations</a>	<i>David G. Jacobs</i>	2006
	<p><b>DESCRIPTION:</b> This powerful fundraising reference tool brings you crucial facts on grantmaking foundations in the U.S., including a master list of the people who establish, oversee, and manage more than 74,000 foundations. To help you estimate giving potential, each entry includes current assets and annual contributions. With the Guide on hand, you'll quickly discover the foundation affiliations of your own board members, donors, and volunteers.</p>		

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Ref #	Title	Author(s)	Edition
FR168	<a href="#">Guide To U.S. Foundations</a>	<i>David G. Jacobs</i>	2006
	<b>DESCRIPTION:</b> This powerful fundraising reference tool brings you crucial facts on grantmaking foundations in the U.S., including a master list of the people who establish, oversee, and manage more than 74,000 foundations. To help you estimate giving potential, each entry includes current assets and annual contributions. With the Guide on hand, you'll quickly discover the foundation affiliations of your own board members, donors, and volunteers.		
FR169	<a href="#">Guide To U.S. Foundations</a>	<i>David G. Jacobs</i>	2006
	<b>DESCRIPTION:</b> This powerful fundraising reference tool brings you crucial facts on grantmaking foundations in the U.S., including a master list of the people who establish, oversee, and manage more than 74,000 foundations. To help you estimate giving potential, each entry includes current assets and annual contributions. With the Guide on hand, you'll quickly discover the foundation affiliations of your own board members, donors, and volunteers.		
FR170	<a href="#">Guide To U.S. Foundations, Their Trustees, Officers, And Donors</a>	<i>David G. Jacobs</i>	2005
	<b>DESCRIPTION:</b> You can find crucial facts on grantmaking foundations with the Guide to U.S. Foundations. Each foundation entry includes contact information, current assets, annual contributions, the names of trustees, officers, and donors, and more.		
FR171	<a href="#">Guide To U.S. Foundations, Their Trustees, Officers, And Donors</a>	<i>David G. Jacobs</i>	2005
	<b>DESCRIPTION:</b> You can find crucial facts on grantmaking foundations with the Guide to U.S. Foundations. Each foundation entry includes contact information, current assets, annual contributions, the names of trustees, officers, and donors, and more.		
FR172	<a href="#">Guide To U.S. Foundations, Trustees, Officers, And Donors</a>	<i>David G. Jacobs</i>	2005
	<b>DESCRIPTION:</b> You can find crucial facts on grantmaking foundations with the Guide to U.S. Foundations. Each foundation entry includes contact information, current assets, annual contributions, the names of trustees, officers, and donors, and more.		

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Ref #	Title	Author(s)	Edition
FR173	<a href="#">Guide to Winning Proposals I</a>	<i>Sarah Collins (editor)</i>	2003
	<b>DESCRIPTION:</b> This Guide features 20 grant proposals that were funded by some of the nation's leading grantmakers. Each proposal-reprinted in full-includes a critique by the decision-maker. We've selected proposals from large and small, local and national organizations, including letters of inquiry, budgets, and cover letters.		
FR174	<a href="#">Guide to Winning Proposals II</a>	<i>Sarah Collins (editor)</i>	2003
	<b>DESCRIPTION:</b> This Guide features 20 grant proposals that were funded by some of the nation's leading grantmakers. Each proposal-reprinted in full-includes a critique by the decision-maker. We've selected proposals from large and small, local and national organizations, including letters of inquiry, budgets, and cover letters.		
FR175	<a href="#">Hispanic Philanthropy</a>	<i>Lilya Wagner (editor)</i> <i>Allan Figueroa Deck (Editor)</i>	1999
	<b>DESCRIPTION:</b>		
FR176	<a href="#">Inside American Philanthropy: The Dramas of Donorship</a>	<i>Waldemar A. Nelson</i>	
	<b>DESCRIPTION:</b> As our troubled society faces cutbacks in government programs, Inside American Philanthropy will be a revelation for every citizen interested in our powerful and little-understood nonprofit institutions.		
	This book is essential reading for established donors and potential foundation creators, as well as legal and financial advisors working for wealthy families and foundations and fund-raisers for museums, churches, colleges, and other non-profit organizations.		
FR177	<a href="#">International Guide to Funders Interested in Central and Eastern Europe</a>	<i>Elan Garonzik</i>	
	<b>DESCRIPTION:</b>		

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**Ref #**      **Title**      **Author(s)**      **Edition**

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FR178

**Major Donors:  
Finding Big Gifts in Your Database and Online**

*Ted Hart  
James M. Greenfield*

**DESCRIPTION:** Philanthropy is in a renewed golden age. People want to help, to make a difference, to ensure that the things they value will flourish. In order to capitalize on potential prospects, many nonprofit professionals focus solely on the research of, or communication with, prospects. Although research is an important investment of time and resources, and direct contact with each prospect is essential, neither guarantees successful solicitation of a gift.

Major Donors: Finding Big Gifts in Your Database and Online shows you the Internet and database-mining strategies and techniques that are now making it possible for charities both large and small to target their efforts on those with identified resources and demonstrated interest. It is more of a why not? book than a how-to guide in which the prevailing message is "Yes!" Wherever you are, whether professional or volunteer, in Asia, Europe, Latin America, or the United States, you can do it. You can raise huge, transformational gifts. Why not?

This powerful new book equips you to do it, by perfecting the complex process that requires a reliable combination of skills and intuition, experience and curiosity, discipline and spontaneity, and research and conversation. It presents the tips and guidance necessary to aid in researching potential donors more effectively and helps all types of charitable organizations analyze and select the best practices for developing multiple Internet strategies alongside their traditional marketing, communications, and fundraising methods.

FR179

**Mapping the New World of American Philanthropy:  
Causes and Consequences of the Transfer of Wealth**

*Susan U. Raymond, PhD  
Mary Beth Martin, Esq.*

**DESCRIPTION:** Mapping the New World of American Philanthropy is the most authoritative collection of essays ever amassed on wealth transfer. Its contributors, comprising an unprecedented compilation of professionals—financial planners, lawyers, financial analysts, and planned giving experts, among many others, tackle these and other thought-provoking issues in a lively, informative manner. Edited by Susan Raymond and Mary Beth Martin, leading philanthropic professionals, this group of experts takes old mindsets and dogmas on wealth transfer and holds them up to the light of day to reveal how nonprofits can prepare for the coming intergenerational transfer of wealth.

FR180

**Money Well Spent:  
A Strategic Plan for Smart Philanthropy**

*Paul Brest  
Hal Harvey*

**DESCRIPTION:** Money Well Spent is far and away the best 'handbook plus' for those who believe that philanthropic dollars are a sacred trust. No other authors have produced so readable, sensible, and balanced a guide to the practice of strategy in solving real-world problems, informed by solid theory and illuminated by easy-to-understand examples.

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
FR181	<a href="#">National Directory of Corporate Giving</a>	<i>Daivd L. Clark</i>	Eight
	<b>DESCRIPTION:</b> Corporate philanthropic programs are closely tied to the business practices of their parent companies, and the National Directory of Corporate Giving offers detailed portraits of corporate foundations and direct giving programs.		
FR182	<a href="#">National Directory of Corporate Giving</a>	<i>David L. Clark</i>	Seventh
	<b>DESCRIPTION:</b> Corporate philanthropic programs are closely tied to the business practices of their parent companies, and the National Directory of Corporate Giving offers detailed portraits of corporate foundations and direct giving programs.		
FR183	<a href="#">National Directory of Corporate Giving</a>	<i>Francine Jones Michele Kragalott</i>	Twelfth
	<b>DESCRIPTION:</b> Corporate philanthropic programs are closely tied to the business practices of their parent companies, and the National Directory of Corporate Giving offers detailed portraits of corporate foundations and direct giving programs.		
FR185	<a href="#">National Directory of Grantmaking Public Charities</a>	<i>Phyllis Edelson</i>	Second
	<b>DESCRIPTION:</b>		
FR186	<a href="#">National Guide To Funding For Children, Youth And Families</a>	<i>Gina-Marie Cantarella Melissa Lunn</i>	Fifth
	<b>DESCRIPTION:</b> Locate grants recently awarded to support neonatal care, child welfare, adoption, foster care, services for abused children, and more.		
FR187	<a href="#">National Guide to Funding For Minorities</a>		
	<b>DESCRIPTION:</b> Find grants recently awarded for minority populations, including African Americans, Hispanics, Asian Americans, Native Americans, gays and lesbians, and immigrants and refugees.		

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Ref #	Title	Author(s)	Edition
FR188	<a href="#">National Guide To Funding For The Environment And Animal Welfare</a>	<i>Jeffrey A. Falkenstein</i>	Seventh
	<b>DESCRIPTION:</b> Find grants recently awarded for pollution abatement and control, conservation, and environmental education; and for animal protection and welfare, wildlife preservation, zoos, botanical gardens, and aquariums.		
FR189	<a href="#">National Guide to Funding For Women and Girls</a>	<i>Gina-Marie Cantarella Melissa Lunn</i>	Fifth
	<b>DESCRIPTION:</b> Discover grants recently awarded for education, career guidance, equal rights, rape prevention, shelter programs for victims of domestic violence, health programs, pregnancy programs, athletics and recreation, arts programs, and social research.		
FR190	<a href="#">National Guide to Funding In Health</a>	<i>Jeffrey A. Falkenstein</i>	Ninth
	<b>DESCRIPTION:</b> Get hold of current data on over 11,500 grantmakers that demonstrate an interest in funding health-related programs and institutions.		
FR191	<a href="#">National Guide To Funding In Religion</a>	<i>Jeffrey A. Falkenstein</i>	Sixth
	<b>DESCRIPTION:</b> Find grants recently awarded to churches, synagogues, missionary societies, and religious orders; and to associations and organizations concerned with religious welfare and education.		
FR192	<a href="#">National Guide To Funding In Substance Abuse</a>	<i>Elizabeth H. Rich Melissa Lunn</i>	Second
	<b>DESCRIPTION:</b> Check out grants recently awarded to hospitals, health centers, residential treatment facilities, group homes and mental health associations; for addiction prevention and treatment; for hotline/crisis intervention services; and more.		

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
FR193	<a href="#">Planning and Implementing Your Major Gifts Campaign</a>	<i>Susanne Irwin-Wells</i>	2002

**DESCRIPTION:** Planning and Implementing Your Major Gifts Campaign is part of the Excellence in Fund Raising workbook series. This much-needed guide is designed to help fund raisers demystify the process of major gifts fund raising and conduct a major gifts campaign that will get results. Using an accessible workbook format, Suzanne Irwin-Wells, a well-respected fund raising expert, shows step by step how to identify prospects, select and train volunteers, increase the confidence of solicitors, and plan and implement an effective major gifts campaign. The book is filled with helpful worksheets, checklists, and real-life examples.

FR194	<a href="#">Power in Policy: A Funder's Guid to Advocacy and Civic Participation</a>	<i>David F. Arons (editor)</i>
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**DESCRIPTION:** Why should funders try to shape public policy? Simply put, because public policy has impact on mission. And, its the only way to affect the laws that determine how people will be treated, what services will be provided, and what behaviors are acceptable. But what role should foundations play? Power in Policy is the first book thatwritten primarily by foundation practitioners for foundations. ou dont need to start at the beginning and read to the end. Start at the chapter most useful to you and your organization.

FR195	<a href="#">Raise More Money: The Best of The Grassroots Fundraising Journal</a>	<i>Kim Klein Stephanie Roth</i>
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**DESCRIPTION:** A collection of the best articles from past 20 years of the Grassroots Fundraising Journal offering nonprofit organizations a wealth of tips, strategies, and guidance on how to raise money. Part of the new Kim Klein's Chardon Press Series from Jossey-Bass which focuses on providing fundraising and organizational development tools for community-based and social change organizations.

FR196	<a href="#">Revolution in the Mailbox: Your Guide to Successful Direct Mail Fundraising</a>	<i>Mal Warwick</i>
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**DESCRIPTION:** This updated edition of Mal Warwick's landmark book Revolution in the Mailbox has been thoroughly revised to provide your nonprofit organization with the most current and comprehensive survey of direct mail fundraising available anywhere. If you follow Warwick's practical, down-to-earth advice, direct mail will help your organization grow, gain visibility, involve your donors, increase its efficiency, and achieve financial stability. Written in an easy, conversational style, this latest edition is filled with real-world examples and illustrations showing how you can realize the full potential of direct mail by putting it to work as a strategic tool.

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Ref #	Title	Author(s)	Edition
FR197	<a href="#">September 11th: The Philanthropic Response</a>	<i>Rick Schoff</i>	
	<b>DESCRIPTION:</b> The publication presents the Foundation Center's documentation of the role that private philanthropy played in the relief, recovery, and rebuilding in the aftermath of September 11, 2001. Contents include introductory commentary by Lester M. Salamon, reports prepared by Tom Seessel for the Ford Foundation, a timeline of events, statistics and analysis of giving, an annotated bibliography, and a directory of grants made by corporations and foundations through September 2004.		
FR198	<a href="#">Sound Advice for Functions and Events</a>		
	<b>DESCRIPTION:</b> Tips to Help Your Nonprofit Stage Safer Special Events		
FR199	<a href="#">Special Events: Proven Strategies for Nonprofit Fundraising</a>	<i>Alan L. Wendroff</i>	Second
	<b>DESCRIPTION:</b> Special Events: Proven Strategies for Nonprofit Fundraising, Second Edition is the complete guide to making your next nonprofit event the rousing success it can be. Packed with author and development professional Alan Wendroff's realistic insights and pointers, this text provides a logical and comprehensive outline of event planning, with a special emphasis on fitting these events into the larger framework of the nonprofit's organizational goals. Inside you'll find such helpful tools as: <ul style="list-style-type: none"><li>* Seven goals for a successful event</li><li>* The Master Event Timetable (METT), a proven organizational tool that provides step-by-step guidance through the entire event process</li><li>* A case study explaining in understandable detail how to implement the advice and methods outlined</li><li>* An accompanying CD that includes sample timelines, worksheets, checklists, budgets, writing examples, decision tables, and contracts</li></ul>		
FR200	<a href="#">The Accidental Fundraiser - A Step-by-Step Guide to Raising Money for Your Cause</a>	<i>Stephanie Roth Mimi Ho</i>	
	<b>DESCRIPTION:</b> Are you a volunteer with an organization, school, or project that needs to raise money? The Accidental Fundraiser is a how-to resource that guides you through the process of raising money from your community. The book presents eleven proven fundraising strategies that are easy to carry out and don't require significant funds, large numbers of people, or extensive knowledge of fundraising. The authors, Stephanie Roth and Mimi Ho, show how to choose the right fundraising strategy (from house parties to bowl-a-thons) and include step-by-step instructions for carrying out all of the activities. In addition, The Accidental Fundraiser contains a wealth of worksheets and practical tips.		

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
FR201	<a href="#">The Ask: How to Ask Anyone for Any Amount for Any Purpose</a>	<i>Laura Fredricks</i>	
	<b>DESCRIPTION:</b> The Ask is a complete resource for teaching anyone—experienced in fundraising or not—how to ask individuals, in person, for a contribution to for a local nonprofit or a special event or community project, an enhanced annual gift, a major or planned gift, or a challenging capital campaign gift. Written by fundraising expert Laura Fredricks, The Ask shows what it takes to prepare yourself and others to make an effective ask and includes over one hundred sample dialogues you can use and adapt. Step by step, the book reveals how to listen, what to say, and how to follow up on each and every ask until you receive a solid and definitive answer.		
FR202	<a href="#">The Foundation 1000</a>	<i>David G. Jacobs Christopher Hurt</i>	
	<b>DESCRIPTION:</b> This directory offers comprehensive information on the 1,000 largest foundations in the U.S. Profiles include grantmaker program interests, purpose statements, application guidelines, names of key officials, in-depth analyses of grant programs, and extensive lists of sample grants.		
FR203	<a href="#">The Foundation 1000</a>	<i>David G. Jacobs Christopher Hurt</i>	2006/2007
	<b>DESCRIPTION:</b> This directory offers comprehensive information on the 1,000 largest foundations in the U.S. Profiles include grantmaker program interests, purpose statements, application guidelines, names of key officials, in-depth analyses of grant programs, and extensive lists of sample grants.		
FR204	<a href="#">The Foundation Center's Database on CD-Rom</a>		
	<b>DESCRIPTION:</b> FC Search: The Foundation Center's Database on CD-ROM gives you access to the Foundation Center's comprehensive database of funders in a convenient CD-ROM format. It allows you to develop targeted prospect lists quickly, mark records and save your customized search strategies.		
FR205	<a href="#">The Foundation Directory</a>		28th
	<b>DESCRIPTION:</b> The Foundation Directory and The Foundation Directory Part 2 list key facts on the top 20,000 U.S. foundations. Each book contains 10,000 foundations.		

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Ref #	Title	Author(s)	Edition
FR206	<a href="#">The Foundation Directory Part 2</a>	<i>David G. Jacobs</i>	15th
	<b>DESCRIPTION:</b> The Foundation Directory and The Foundation Directory Part 2 list key facts on the top 20,000 U.S. foundations. Each book contains 10,000 foundations.		
FR207	<a href="#">The Foundation Directory Supplement</a>	<i>David G. Jacobs</i>	2006
	<b>DESCRIPTION:</b> The Foundation Directory and The Foundation Directory Part 2 list key facts on the top 20,000 U.S. foundations. Each book contains 10,000 foundations.		
FR208	<a href="#">The Mercifully Brief Real World Guide to Raising Thousands (if Not Tens of Thousands) of Dollars with Email</a>	<i>Madeline Stanionis</i>	
	<b>DESCRIPTION:</b> Generously dispensing advice, insider tips, and recommendations for which she usually commands tidy sums, Madeline Stanionis, President and Creative Director of Donordigital, reveals precisely what you need to do, step by step, to raise substantial money with email. And while it's not as simple as sending hastily written emails every week or month, neither is it unduly complicated or time-consuming. At heart, raising thousands of dollars with email is all about building your list, using timing to your advantage, crafting a series of coherent messages, presenting your email in a visually appealing way, and carefully observing your returns for clues that can guide your future efforts. That's it really. And any organization following Stanionis' trenchant advice will see immediate results. Further, there's plenty of material in the book to customize and adapt, as Stanionis offers a wealth of sample emails from diverse organizations. And taking it a step further, in the Resources section of the book, the author shows you how to identify just the help you might need (a "messaging vendor" who can send your emails, for example).		
FR209	<a href="#">Winning Grants Step-by-Step</a>	<i>Mim Carlson</i>	Second
	<b>DESCRIPTION:</b> Written for both novice and experienced grantwriters, the workbook is filled with practical advice and illustrative examples. Once the workbook exercises are completed, your organization will have a fully developed grant proposal.		

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Human Resources

**Ref #**      **Title**      **Author(s)**      **Edition**

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HR210      **Crucial Conversations Tools:  
for talking with stakes are high**      *Kerry Patterson  
Joseph Grenny*

**DESCRIPTION:** When stakes are high, opinions vary, and emotions run strong, you have three choices: Avoid a crucial conversation and suffer the consequences; handle the conversation badly and suffer the consequences; or read Crucial Conversations and discover how to communicate best when it matters most. Crucial Conversations gives you the tools you need to step up to life's most difficult and important conversations, say what's on your mind, and achieve the positive resolutions you want.

HR211      **Everything Managers Need to Know About Nonprofit Lawsuits**

**DESCRIPTION:** Designed to help nonprofit managers, board members and nonprofit staff to be better informed about the litigation process, so that they can work more effectively to manage lawsuits lodged against them.

HR212      **Field Guide to Nonprofit Program Design,  
Marketing and Evaluation**      *Carter McNamara*

**DESCRIPTION:** UNIQUE! This book is a must for anyone seeking to start a successful nonprofit or program, or to ensure they get funding! ALL-IN-ONE! Rather than treating the three activities as somehow being completely separate from each other (which they are not!), this book provides clear and comprehensive guidelines for all of the most important aspects of designing, marketing and evaluating a nonprofit program. Guidelines are written in an easy-to-implement style, resulting in a highly practical resource that can be referenced at any time during the life of a program.

HR213      **The Spirit of Culture:  
Applying Cultural Competency to  
Strength-based Youth Development**      *Maria Guajardo Lucero, Ph.D.*

**DESCRIPTION:** Applying the research-based developmental assets list of 40 positive relationships, experiences, and values as a framework for positive youth development provides communities with a set of factors associated with increased healthy behaviors and fewer high-risk behaviors. Beginning with a question regarding the applicability of this model for youth across the spectrum of race and ethnicity in Colorado communities, this report discusses the importance of developing a deeper understanding of the concept of cultural competence as part of individual and community-wide asset building. T

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Leadership and People Management

**Ref #**      **Title**      **Author(s)**      **Edition**

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LEAD214      **Coaching Skills for Nonprofit Managers and Leaders:  
Developing People to Achieve Your Mission**      *Michelle Gislason  
Judith Wilson*

**DESCRIPTION:** Based on Judith Wilson and CompassPoint's popular coaching skills workshop, this practical guide provides nonprofit managers with an understanding of why and how to coach, how to initiate coaching in specific situations, how to make coaching really work, and how to refine coaching for long-term success. The first coaching book focused on nonprofit managers, this book is for those who manage others in any nonprofit setting and are seeking tools to engage, support, and develop their staff.

LEAD215      **Consultant's Little Instruction Book: 101 Rules**      *Ray Payn*

**DESCRIPTION:** Consultants at last have a title which tells how to develop their business; from testing the waters and exploring client relationships to selling consulting services. This reveals the major issues involved in the typical consultant's job, with advice taking the form of adages which may prove too simple for some; but which provide solid advice.

LEAD216      **Consulting with Nonprofits: A Practitioners Guide**      *Carol A. Lukas*

**DESCRIPTION:** Nonprofit consulting requires specialized skills and knowledge of how the sector works. This guide gives you the resources and tools to help you provide quality assistance throughout your career.

LEAD217      **Crucial Conversations Tools:  
for talking with stakes are high**      *Kerry Patterson  
Joseph Grenny*

**DESCRIPTION:** When stakes are high, opinions vary, and emotions run strong, you have three choices: Avoid a crucial conversation and suffer the consequences; handle the conversation badly and suffer the consequences; or read Crucial Conversations and discover how to communicate best when it matters most. Crucial Conversations gives you the tools you need to step up to life's most difficult and important conversations, say what's on your mind, and achieve the positive resolutions you want.

LEAD218      **Executive Coaching Project: Evaluation of Findings**      *Study Conducted*

**DESCRIPTION:**

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Ref #	Title	Author(s)	Edition
LEAD219	<a href="#">Getting to Maybe: How the World has Changed</a>	<i>Frances Westley Branda Zimmerman Michael Quinn Patton</i>	
	<b>DESCRIPTION:</b> Getting to Maybe addresses making big, significant change actually happen. It is thoughtful, insightful, sobering and inspirational. The ideas articulated are new and practical. Anyone from the business, government or not-for-profit world who wants to understand change better, and change the way things are, should read this book.		
LEAD220	<a href="#">Interim Executive Directors: The Power in the Middle</a>	<i>Evelyn Haas Walter Hassa Jr</i>	
	<b>DESCRIPTION:</b> This paper explores the benefits and basics of using an interim executive director during a leadership transition. It also highlights some considerations that organizations should take into account when deciding whether or not to use an interim executive director.		
LEAD221	<a href="#">Juran on Leadership for Quality An Executive Handbook</a>	<i>J.M. Juran</i>	
	<b>DESCRIPTION:</b> This book presents the Juran Trilogy, planning, control, and improvement in a compelling and practical step by step manner. The author's goal is to help those who must lead organizations understand their responsibilities for delivering quality to customers and how to go about that, using the trilogy as the focal point. The book includes criteria for selecting improvement projects and mobilizing teams to carry them out. He emphasizes the role of managers in carrying out such projects. The book includes a variety of real world examples to help make its points.		
LEAD222	<a href="#">Leaders of the Future</a>	<i>Frances Hesselbein (editor) Marshall Goldsmith (editor) Richard Beckhard (editor)</i>	
	<b>DESCRIPTION:</b> Brought to us by the Drucker Foundation, this book brings together a peerless selection of leaders, best-selling authors, world-renowned consultants, and respected executives to share a vision of the future of leadership in these all new, never before published essays. The Leader of the Future is a compendium of new thought. It is a book about the future quality of our lives, our businesses, our organizations, our society and the leadership required to move us into the exciting unknown. Each of the acclaimed authors offers a special perspective on leadership, a unique glimpse into the future, and together their thinking forms a treasure trove of insight and knowledge.		

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LEAD223      **Leadership Lost:  
A Study on Executive Director Tenure and Experience**      *Timothy Qolfred  
Jan Masaoka*

**DESCRIPTION:** A survey of nonprofit executive directors in the San Francisco area asked why they sought their jobs, what incentives encouraged them to stay, and what caused them to leave. The results are quantified and presented here with recommendations.

LEAD224      **Leading Beyond the Walls: Wisdom to Action Series**      *Frances Hesselbein (editor)  
Marshall Goldsmith (editor)  
Iain Somerville (editor)*

**DESCRIPTION:** In *Leading Beyond the Walls*, twenty-nine great thinkers examine leaders adept at establishing partnerships, alliances, and networks both within and outside their organizations. They address the challenge of leading in an age when the old rules and conventional boundaries no longer exist. Their essays herald a new world where success comes to those willing to move beyond the walls of tradition and inertia.

LEAD225      **Life and Death in the Executive Fast Lane:  
Essays on Irrational Organizations and Their Leaders**      *Manfred F.R. Kets de Vries*

**DESCRIPTION:** World-renowned management guru and expert in corporate neurosis Manfred F. R. Kets de Vries puts organizations on the couch. By combining the dismal science of management and the impossible profession of psychoanalysis, Kets de Vries presents eclectic advice on how things really work in organizations. These brief and insightful essays not only decipher problems that are common in organizational life, but they also shed light on some of the underlying dimensions that often go unnoticed.

LEAD226      **Managing Collaboration Risks: Partnering with Confidence and Success**

**DESCRIPTION:** Nonprofit organizations are in the collaboration business. In fact, it would be difficult to find a nonprofit that isn't involved in collaboration with another entity. From joint purchasing arrangements and office-sharing commitments with other nonprofits, to product endorsements, community events and event sponsorships with for-profit businesses, nonprofits throughout the country recognize that when two or more organizations come together for a common purpose, the organizations and the clients they serve stand to win. Learn the 7-steps for making these collaborations a success!

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
LEAD227	<a href="#">Managing Executive Transitions: A Guide for Nonprofits</a>	<i>Tim Wolfred</i>	
	<b>DESCRIPTION:</b> The Essential Guide for Managing Leadership Turnovers. A leadership transition can be a time of high vulnerability for a nonprofit organization. On the other hand, an executive turnover offers unique opportunities for renewal and fresh thinking. Managing Executive Transitions shows how this state of transition can give board and staff members a chance to put things back together in new and creative ways—to discard some old pieces and to bring in fresh elements.		
LEAD228	<a href="#">Managing Volunteers Balancing Risk and Reward</a>		
	<b>DESCRIPTION:</b> Volunteering is big business in America today. According to Independent Sector (a coalition of leading nonprofits, foundations, and corporations), 56% of adults age 18 or over volunteered a total of 19.9 billion hours in 1998. These numbers translate into 109 million people representing the equivalent of over 9 million full-time employees at a value of \$225 billion (based on an hourly rate of \$14.83). It is hard to imagine the nonprofit sector operating effectively without the time, skills and commitments of volunteer workers. Regardless of the type of commitment or assignment, most nonprofits regard volunteers as a vital and essential resource. However, like all aspects of a nonprofit's operations, there are risks associated with volunteering and using volunteers. Learn how to successfully balance these risks and rewards.		
LEAD229	<a href="#">Silos Politics and Turf Wars: A Leadership Fable about destroying the barriers that turn colleagues into competitors</a>	<i>Patrick Lencioni</i>	
	<b>DESCRIPTION:</b> In yet another page-turner, New York Times best-selling author and acclaimed management expert Patrick Lencioni addresses the costly and maddening issue of silos, the barriers that create organizational politics. Silos devastate organizations, kill productivity, push good people out the door, and jeopardize the achievement of corporate goals. The story is about Jude Cousins, an eager young management consultant struggling to launch his practice by solving one of the more universal and frustrating problems faced by his clients. Through trial and error, he develops a simple yet ground-breaking approach for helping them transform confusion and infighting into clarity and alignment.		
LEAD230	<a href="#">Stanford Social Innovation Review: Summer 2006</a>		Summer 2006
	<b>DESCRIPTION:</b> The mission at SSIR is to share substantive insights and practical experiences that will help those who do the important work of improving society do it even better. The work of SSIR is guided by our values. "Social innovation" stands in our name for a reason: to remind our authors, our audience, and ourselves that this journal's purpose is to lead in the search for new and better ways of improving the lot of the world. Our contributors are a diverse group of world-class faculty, thought leaders, and executives. Our readers are leaders in the fields of nonprofit management, corporate social responsibility, social entrepreneurship, and philanthropy. We write for a community of professionals, united in their desire to build enduring organizations and to promote innovative solutions to social problems.		

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
LEAD231	<a href="#">Stanford Social Innovation Review: Winter 2007</a>		Winter 2007
	<b>DESCRIPTION:</b> The mission at SSIR is to share substantive insights and practical experiences that will help those who do the important work of improving society do it even better. The work of SSIR is guided by our values. "Social innovation" stands in our name for a reason: to remind our authors, our audience, and ourselves that this journal's purpose is to lead in the search for new and better ways of improving the lot of the world. Our contributors are a diverse group of world-class faculty, thought leaders, and executives. Our readers are leaders in the fields of nonprofit management, corporate social responsibility, social entrepreneurship, and philanthropy. We write for a community of professionals, united in their desire to build enduring organizations and to promote innovative solutions to social problems.		
LEAD232	<a href="#">Strengthening Transparency Governance Accountability in Charitable Organizations</a>	<i>Paul Brest</i>	
	<b>DESCRIPTION:</b> This report was prepared by the nonprofit sector itself. The report's recommendations "underscore the importance of transparency, of providing the information that allows the public to make informed choices and government officials to root out problems."		
LEAD233	<a href="#">Surviving a Crisis: Practical Strategies for Nonprofit</a>		
	<b>DESCRIPTION:</b> Suggestions for anticipating and surviving a crisis, as well as checklists and worksheets which can be used for crisis management planning in your nonprofit.		
LEAD234	<a href="#">Synchronicity the Inner Path of Leadership</a>	<i>Joseph Jaworski</i>	
	<b>DESCRIPTION:</b> Synchronicity is an inspirational guide to developing the most essential leadership capacity for our time: how we can collectively shape our future. Through the telling of his life story, Jaworski posits that a real leader sets the stage on which "predictable miracles," seemingly synchronistic in nature, can - and do - occur. He shows that this capacity has more to do with our being - our total orientation of character and consciousness - than with what we do. Leadership, he explains, is about creating - day by day - a domain in which human beings continually deepen their understanding of reality and are able to participate in shaping the future.		
LEAD235	<a href="#">The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change</a>	<i>Stephen R. Covey</i>	
	<b>DESCRIPTION:</b> In The 7 Habits of Highly Effective People, author Stephen R. Covey presents a holistic, integrated, principle-centered approach for solving personal and professional problems. With penetrating insights and pointed anecdotes, Covey reveals a step-by-step pathway for living with fairness, integrity, honesty, and human dignity -- principles that give us the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.		

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Leadership and People Management

**Ref #**      **Title**      **Author(s)**      **Edition**

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LEAD243      [The Complete Idiot's Guide to Recruiting and Managing Volunteers](#)

*John L. Lipp*

**DESCRIPTION:** Volunteers provide vital services to millions of people each year. However, because of their work's special nature, they're one of the most challenging work forces to manage and retain. Lipp has managed these workers for over 20 years and shares his experience in recruiting, balancing paid and volunteer staff, creating schedules that work, addressing the transient nature of volunteers, motivation, and retention.

LEAD236      [The Five Dysfunctions of a Team: A Leadership Fable](#)

*Patrick Lencioni*

**DESCRIPTION:** In *The Five Dysfunctions of a Team* Patrick Lencioni once again offers a leadership fable that is as enthralling and instructive as his first two best-selling books, *The Five Temptations of a CEO* and *The Four Obsessions of an Extraordinary Executive*. This time, he turns his keen intellect and storytelling power to the fascinating, complex world of teams.

Kathryn Petersen, Decision Tech's CEO, faces the ultimate leadership crisis: Uniting a team in such disarray that it threatens to bring down the entire company. Will she succeed? Will she be fired? Will the company fail? Lencioni's utterly gripping tale serves as a timeless reminder that leadership requires as much courage as it does insight.

LEAD237      [The Leader of the Future 2: Visions, Strategies, and Practices for the New Era](#)

*Frances Hesselbein  
Marshall Goldsmith*

**DESCRIPTION:** In twenty-seven inspiring and insightful essays, this book celebrates the wisdom of some of the most recognized thought leaders of our day who share their unique vision of leadership for the future.

LEAD238      [The Leadership Challenge](#)

*James M. Kouzes  
Barry Z. Posner*      Third

**DESCRIPTION:** When it was initially written in 1987, few could have predicted that *The Leadership Challenge* would become one of the best-selling leadership books of all time. Now, faced with the new challenges of our unpredictable global business environment, Jim Kouzes and Barry Posner--two of the country's premier leadership experts--have completely revised and updated their classic book. Building on the knowledge base of their previous books, the third edition of *The Leadership Challenge* is grounded in extensive research and based on interviews with all kinds of leaders at all levels in public and private organizations from around the world. In this edition, the authors emphasize that the fundamentals of leadership are the same today as they were in the 1980s, and as they've probably been for centuries. In that sense, nothing's new. Leadership is not a fad. While the content of leadership has not changed, the context has--and in some cases, changed dramatically.

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Leadership and People Management

<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
LEAD239	<a href="#">The Not-For-Profit CEO Workbook: Practical Steps to Attaining &amp; Retaining the Corner Office</a>	<i>Walter P. Pidgeon Jr.</i>	
	<b>DESCRIPTION:</b> CEOs of not-for-profit associations (and those who aspire to be) face unique organizational challenges that require specific skills. Developed to complement The Not-for-Profit CEO, a core reference in the not-for-profit arena, this workbook helps readers translate information into action. Based on research that involved more than 100 not-for-profit CEOs and was conducted with the support of the American Society of Association Executives (ASAE), it provides the tools, techniques, and guidance to help readers develop the essential traits and competencies to become successful in the challenging, competitive not-for-profit world.		
LEAD240	<a href="#">The Not-For-Profit: How to Attain &amp; Retain the Corner Office CEO (2)</a>	<i>Walter P. Pidgeon Jr.</i>	
	<b>DESCRIPTION:</b> Based on research conducted with the support of the American Society of Association Executives (ASAE) involving more than 100 not-for-profit CEOs, as well as the author's professional background, The Not-for-Profit CEO serves as both an authoritative reference guide and a practical workbook. In addition to sample tables, forms, and checklists, it offers case studies of leading not-for-profit CEOs, complete with illuminating interviews that enable readers to understand and implement the proven steps destined to get them to the top seat of any not-for-profit organization.		
LEAD241	<a href="#">Tools for Radical Democracy</a>	<i>Joan Minieri Paul Getsos</i>	
	<b>DESCRIPTION:</b> This book provides the nuts and bolts for how people and communities that start on the margins can move to center stage. Tools for Radical Democracy shines the spotlight on what works, and will help spark the next generation of social change movements. To be sure, our country is in dire need of such techniques.		
LEAD242	<a href="#">Working Across Generations: Defining the Future of Nonprofit Leadership</a>	<i>Frances Kunreuther Helen Kim &amp; Robby Rodriguez</i>	1
	<b>DESCRIPTION:</b> The authors provide a range of ideas on how to approach generational shifts in leadership so that the contributions of long-time leaders are valued, new and younger leaders' talent is recognized, and groups are better prepared to work across generational divides. The book concludes with critical advice on how to communicate across generations and key recommendations for future research and action.		

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Marketing / Public Relations

**Ref #**      **Title**      **Author(s)**      **Edition**

MKT243      **Branding for Success:  
A Roadmap for Raising the Visibility  
and Value of Your Nonprofit Organization**

*Larry Checco*

**DESCRIPTION:** Through branding - including marketing, advertising and word of mouth - McDonald's golden arches have come to symbolize inexpensive fast food served in a well-lit, family-friendly environment. Its uniformed staff may not drape napkins over their wrists, but the service is reasonable, and for the most part the restrooms are clean and safe. You may not be captivated by what's on the menu, but you know what you are going to get and what it is going to cost. In Branding for Success, Larry Checco debunks the notion that branding is the sole domain of large, well-funded corporations that can afford multimillion-dollar advertising budgets and celebrity endorsements. But that you, too, through efficient and cost-effective means, can raise the visibility and value - namely, the brand - of your organization in powerful and meaningful ways.

MKT244      **Creating a Newsletter in Indesign**

*Katrin Straub  
Torsten Buck*

**DESCRIPTION:** When you need to do just one thing-design a newsletter-and do it fast, this efficient, to-the-point, highly visual guide delivers. Designers Katrin Straub and Torsten Buck show novice InDesign newsletter producers like you each step of the process-from acquainting you with standard newsletter elements to setting up the document, using typography and artwork effectively, and publishing for print, email, and the Web. Simple, direct, step-by-step instructions are linked to large four-color illustrations so you can see exactly how to use InDesign to turn your own content into a well-designed newsletter.

MKT245      **Marketing Workbook for Nonprofit Organizations**

*Gary J. Stern*

Second

**DESCRIPTION:** If marketing seems too commercial or too complex, or if your current efforts aren't delivering results, this book is for you. With this helpful guide, you can create a simple, usable marketing plan designed to get results! Since its first edition in 1990, the Marketing Workbook has helped thousands like you use marketing to reach the people you want to help - and attract the money and support your organization deserves.

MKT246      **Revolution in the Mailbox:  
Your Guide to Successful Direct Mail Fundraising**

*Mal Warwick*

**DESCRIPTION:** This updated edition of Mal Warwick's landmark book Revolution in the Mailbox has been thoroughly revised to provide your nonprofit organization with the most current and comprehensive survey of direct mail fundraising available anywhere. If you follow Warwick's practical, down-to-earth advice, direct mail will help your organization grow, gain visibility, involve your donors, increase its efficiency, and achieve financial stability. Written in an easy, conversational style, this latest edition is filled with real-world examples and illustrations showing how you can realize the full potential of direct mail by putting it to work as a strategic tool.

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Marketing / Public Relations

Ref #	Title	Author(s)	Edition
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MKT247	<a href="#">Storytelling as Best Practice: How Stories Strengthen Your Organization, Engage Your Audience, and Advance Your Mission</a>	<i>Andy Goodman</i>	Second
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**DESCRIPTION:** Whether you work at a small nonprofit, large foundation, or any public interest organization in between, storytelling remains your single most powerful communications tool. The only question is: are you making the most of it? Storytelling as Best Practice can help ensure you do. Written expressly for public interest communicators, this booklet culls the best advice on storytelling that has been featured in free-range thinking over the last seven years.

MKT248	<a href="#">Storytelling for Grantseekers: A Guide to Creative Nonprofit Fundraising</a>	<i>Cheryl A. Clarke</i>	First
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**DESCRIPTION:** This fresh and creative guide contains the resources needed to help you craft a persuasive synopsis, package a compelling story, and create a short story approach to the inquiry and cover letters that support the larger proposal. Clarke walks grantseekers through all the phases of developing an effective proposal and highlights the creative elements that link components to each other and unify the entire proposal. Clarke also stresses the need to see proposal writing as part of a larger grantseeking effort, one that emphasizes preparation, working with the entire development staff, and maintaining good relations with funders.

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**Organizational Development**

<b>Ref #</b>	<b>Title</b>	<b>Author(s)</b>	<b>Edition</b>
ORG249	<a href="#">2006 Compensation &amp; Benefit Survey</a>	<i>Rita Haronian Kim Pendergest</i>	
	<b>DESCRIPTION:</b> Produced since 1990, each job report contains detailed compensation information, broken down by a variety of factors, including budget size, geographic location, field of service, and number of employees managed.		
ORG250	<a href="#">650 Essential Nonprofit Law Questions Answered</a>	<i>Bruce R. Hopkins</i>	
	<b>DESCRIPTION:</b> Authoritative answers to the most important questions on business, tax, legal, and fundraising practices for nonprofit organizations 650 Essential Nonprofit Law Questions Answered is the nonprofit professional's best resource for understanding statutes, regulations, and other laws governing tax-exempt organizations.		
ORG251	<a href="#">A Desktop Guide Nonprofit Directors Officers, and Advisors: Avoiding Trouble While Doing Good</a>	<i>Jack B. Siegel</i>	
	<b>DESCRIPTION:</b> A Desktop Guide for Nonprofit Directors, Officers, and Advisors offers a comprehensive overview of the legal, accounting, and financial issues that nonprofit directors and managers must grapple with every day. It provides the solid foundation that decision makers need to ask the right questions, understand the answers, and determine the best possible course of action in any situation. Peppered with practical examples from a wide range of nonprofits, including social services agencies, schools, religious organizations, arts groups, museums, and foundations, A Desktop Guide for Nonprofit Directors, Officers, and Advisors is the ultimate resource for anyone who wants to make better decisions, avoid both organizational and personal liabilities, and ensure that the nonprofit organization delivers on its promises to donors and regulators alike.		
ORG252	<a href="#">A First Map: Exploring the Market for Consulting Services to Nonprofit Organizations in the San Francisco Bay Area</a>	<i>David Packard Lucile Packard</i>	2000
	<b>DESCRIPTION:</b> Reports findings from a study on the nonprofit consulting industry in the San Francisco Bay Area. Discusses the market for consulting in the nonprofit sector, the types of assistance provided, the level of satisfaction, and the problems associated with working with consultants. Includes numerous graphs and charts.		

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
ORG253	<a href="#">A House Divided: How Nonprofits Experience Union Drives</a>	<i>Jan Masaoka Jeanne Peters</i>	
	<b>DESCRIPTION:</b> Drawing on in-depth interviews, the authors relate the difficulties and rationales for nonprofit unionization.		
ORG254	<a href="#">Advising California Nonprofit Corporations</a>	<i>Patrick Whaley</i>	Second
	<b>DESCRIPTION:</b> This invaluable resource is the only law practice title for California attorneys on establishing and operating California nonprofit corporations. Covers tax and nontax considerations before incorporation, articles and bylaws, fundraising, tax-exempt financing, taxation of investment and business activities, and legislative and political activities.		
ORG255	<a href="#">Arrive Safe and Sound: Tips to Help With Your Nonprofit's Vehicle Safety Program</a>		
	<b>DESCRIPTION:</b> A guide for establishing policies and procedures for the safe use of vehicles in a nonprofit organization. Includes checklists and sample forms.		
ORG256	<a href="#">Creating and Implementing Your Strategic Plan</a>	<i>John M. Bryson Farnum K. Alston</i>	Second
	<b>DESCRIPTION:</b> Creating and Implementing Your Strategic Plan is the best-selling companion to John Bryson's landmark book, Strategic Planning for Public and Nonprofit Organizations. This new edition of the workbook is completely revised and updated and can be used as a stand-alone resource or as a companion to Strategic Planning for Public and Nonprofit Organizations. A step-by-step guide to putting strategic planning to work in public and nonprofit organizations, this indispensable workbook includes easy-to-understand worksheets and clear instructions for creating a strategic plan tailored to the needs of the individual organization. From setting up the meeting room to establishing a vision of the future, every step of the strategic planning process is covered.		
ORG257	<a href="#">Exposing the Elephants: Creating Exceptional Nonprofits</a>	<i>Pamela J. Wilcox</i>	
	<b>DESCRIPTION:</b> Providing an insider's look into the need for change, Exposing the Elephants: Creating Exceptional Nonprofits gives an eye-opening assessment of the state of the nonprofit sector today, as well as practical and useful recommendations for real change from within.		
	Written by nonprofit authority Pamela Wilcox, Exposing the Elephants is straightforward in tone and brims with optimism for the future of the nonprofit industry. This stirring guide confronts the brutal facts of daily existence in the nonprofit setting, and equips you with a new and pragmatic framework to propel your organization to embrace innovation, new venture risk, and lasting mission achievements.		

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<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
ORG258	<a href="#">Help Wanted: Turnover and Vacancy in Nonprofits</a>	<i>Jeanne Peters</i>	
	<b>DESCRIPTION:</b> This study of more than 400 nonprofit organizations quantifies the position vacancy challenge at nonprofits and highlights the characteristics of the problem.		
ORG259	<a href="#">How to Form a Nonprofit Corporation</a>	<i>Anthony Mancuso</i>	10
	<b>DESCRIPTION:</b> The forms and information you need you need to give back to the community! Most organizations trying to gain legal nonprofit status don't have the money to pay a lawyer thousands of dollars for help. Fortunately, they don't have to. How to Form a Nonprofit Corporation in California includes complete instructions for obtaining federal 501(c)(3) tax-exemption and for qualifying for public charity status with the IRS.		
ORG260	<a href="#">Momentum: Igniting Social Change in the Connected Age</a>	<i>Joan Blades</i>	
	<b>DESCRIPTION:</b> A new and empowering way of looking at and organizing social change! How can we move from serving soup until our elbows ache to solving chronic social ills like hunger or homelessness? How can we break the disastrous cycle of low expectations that leads to chronic social failures? The answers to these questions lie within Momentum, a fresh, zesty way of thinking about and organizing social change work. Today's digital tools—including but not limited to e-mail, the Web, cell phones, personal digital assistants (PDAs), even iPods—promote interactivity and connectedness. But as Momentum shows, these new social media tools are important not for their wizardry but because they connect us to one another in inexpensive, accessible, and massively scalable ways.		
ORG261	<a href="#">NGO Accountability: Politics, Principles &amp; Innovations</a>	<i>Lisa Jordan (Editor)</i> <i>Peter Van Tuijl (Editor)</i>	
	<b>DESCRIPTION:</b> As the fastest growing segment of civil society, as well as featuring prominently in the global political arena, NGOs are under fire for being "unaccountable." But who do NGOs actually represent? Who should they be accountable to and how? This book provides the first comprehensive examination of the issues and politics of NGO accountability and governance across all sectors internationally. It offers an assessment of the key technical tools available including legal accountability, certification, and donor-based accountability regimes, and questions whether these are appropriate and viable options or attempts to "rollback" NGOs to a more one-dimensional function as organizers of national and global charity. In the spirit of moving towards greater, real accountability the book looks in detail at innovations that have developed from within NGOs and offers new approaches and flexible frameworks that enable accountability to become a reality for all parties worldwide.		

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ORG262      **Nonprofit Risk Management & Contingency Planning:  
Done in a Day Strategies**      *Peggy M. Jackson*

**DESCRIPTION:** Could your nonprofit stand up to risk assessment from outside authorities? Would it be ready should a keystaff member leave?

Risk management and business continuity planning have the potential for growing and strengthening the internal structure of your nonprofit, yet, these crucial practices are often deferred—or avoided—because many nonprofits fear the planning process will take forever, step on toes, or gather dust on a shelf once it is completed.

With valuable templates, checklists, and worksheets to facilitate planning and preparation, Nonprofit Risk Management & Contingency Planning: Done in a Day Strategies is the new, uncomplicated way for your nonprofit to get risk management planning done.

ORG263      **Nonprofit Strategic Positioning:  
Decide Where to Be, Plan What to Do**      *Thomas A. McLaughlin*

**DESCRIPTION:** Nonprofit Strategic Positioning: Decide Where to Be, Plan What to Do is the first nonprofit-oriented book to describe strategic positioning as an alternative to traditional strategic planning. Even in the nonprofit sector, strategic planning is becoming discredited as a formulaic, go-nowhere exercise. This book will take the reader on a stimulating journey through nonprofit strategy development and implementation. The book is timely because the nonprofit sector has reached a turning point where the need to be more business-like is undeniable, and the continuing retreat of the public sector has left even wider gaps in services that nonprofits will be asked to fill. Nonprofit Strategic Positioning: Decide Where to Be, Plan What to Do offers a fresh new way for nonprofits to meet the challenges of the 21st century.

ORG264      **Nonprofits at Risk:  
The Space and Occupancy Crisis Facing  
San Francisco's Nonprofit Community**      *Jeanne Peters  
Mike Allison*

**DESCRIPTION:** Rapidly escalating real estate costs and competition for space has resulted in a crisis of affordability and availability for San Francisco's nonprofits. Concern over the impact of space availability on nonprofits—and therefore on San Francisco residents and neighborhoods—led a group of civic institutions to commission this study and identify strategies for effective response. The research components for this study—which looks at nonprofits in all subsectors—includes analysis of 301 written surveys, five focus groups, 15 key informant interviews, and six case stories.

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**Ref #**      **Title**      **Author(s)**      **Edition**

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ORG265      [Ready in Defense: A Liability, Litigation, and Legal Guide for Nonprofits](#)      *Melanie L. Herman*

**DESCRIPTION:** If you've ever been intimidated by a lawyer whose use of legalese left you with a throbbing headache or if you've felt uncomfortable with your understanding of words such "tort," "negligence," and "vicarious liability," this brand-new book offers a painless antidote. Written for non-lawyer managers working in nonprofit organizations, Ready in Defense walks the reader through important legal terms and concepts, offers practical risk management advice, and features more than a dozen sample forms and policies you can adapt immediately for use in your organization.

ORG266      [Sarbanes Oxley and Nonprofit Management: Skills, Techniques, and Methods](#)      *Peggy M. Jackson  
Toni E. Fogarty*

**DESCRIPTION:** Is your nonprofit organization ready for increased scrutiny, reporting requirements, regulations, and increased expectations from donors? This combination reference/workbook prepares you and shows you how Sarbanes-Oxley best practices can benefit your organization. It includes: A structured description of Sarbanes-Oxley and its implications for nonprofits Detailed discussions on governance, including financial literacy for board members, new standards of accountability for boards, and best practices for nonprofit management.

ORG267      [Sarbanes-Oxley for Nonprofit Boards](#)      *Peggy M. Jackson*

**DESCRIPTION:** Nonprofit boards are in a fishbowl of scrutiny much like their private sector counterparts. With recent media focus on investigations of false charities, and more disturbingly, of household-name nonprofits that have abused donor trust by misdirecting donations, the heat is on the nonprofit board to rehabilitate its organizational profile. Encouraging boards to reclaim their role as the ultimate authority within their nonprofit, nationally recognized nonprofit expert Dr. Peggy Jackson supplies tips for leveraging the power and value of SOX requirements within the nonprofit organization. Containing sample documents, forms, and checklists to introduce best practices into any nonprofit organization, this complete guide is a practical, hands-on tool for equipping your nonprofit's board toward a higher quality of control.

ORG268      [Silicon Valley's Changing Nonprofit Sector](#)      *Kevin Rafter, MA  
Carol Silverman, Ph.D.*

**DESCRIPTION:** The first in a series of regional reports about the nonprofit sector throughout California. These reports show the numerous benefits and resources that nonprofit organizations deliver to the communities they serve. Regional nonprofit sector reports also show the substantial economic input of the sector in terms of overall expenditures and employment in the region. Finally, we point out areas in which the contributions of the nonprofit sector can be further enhanced.

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**Ref #**      **Title**      **Author(s)**      **Edition**

ORG269      [Strategic Planning for Nonprofit Organizations:  
A Practical Guide and Workbook](#)      *Michael Allison  
Jude Kaye*      Second

**DESCRIPTION:** Your total guide to putting a powerful management tool to work in your organization Why strategic planning? Because a well wrought strategic plan helps you set priorities and acquire and allocate the resources needed to achieve your goals. It provides a framework for analyzing and quickly adapting to future challenges. And it helps all board and staff members focus more clearly on your organization's priorities, while building commitment and promoting cooperation and innovation. This thoroughly revised, updated, and expanded edition arms you with the expert knowledge and tools you need to develop and implement surefire strategic plans, including tested-in-the-trenches worksheets, checklists, and tables—in print and on the companion CD-ROM—along with a book-length case study that lets you observe strategic planning in action. Packed with real-world insights and practical pointers, it shows you how to:

- \* Develop a clear mission, vision, and set of values
- \* Conduct SWOT analyses and program evaluations
- \* Assess client needs and determine stakeholder concerns
- \* Set priorities and develop core strategies, goals, and objectives
- \* Balance the dual bottom lines of mission and money
- \* Write and implement a solid strategic plan
- \* Develop a user-friendly annual work plan
- \* Establish planning cycles, gauge progress, and update strategies

ORG270      [Strategic Planning for Public and Nonprofit Organizations](#)      *John M. Bryson*      Third

**DESCRIPTION:** When it was first published more than sixteen years ago, John Bryson's Strategic Planning for Public and Nonprofit Organizations introduced a new and thoughtful strategic planning model. Since then it has become the standard reference in the field. In this completely revised third edition, Bryson updates his perennial bestseller to help today's leaders enhance organizational effectiveness.

ORG271      [Surviving a Crisis: Practical Strategies for Nonprofit](#)

**DESCRIPTION:** Suggestions for anticipating and surviving a crisis, as well as checklists and worksheets which can be used for crisis management planning in your nonprofit.

ORG272      [Targeting Youth:  
The Sourcebook for Federal Policies and Programs](#)      *Janet R. Reingold*

**DESCRIPTION:** This report summarizes and synthesizes the programs, policies, research, and evaluations that serve or target youth. The report has an introduction and chapters for each of the agencies, which include program descriptions and funding levels, agency organizational charts, and program overview charts for the longer chapters.

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Ref #	Title	Author(s)	Edition
ORG273	<a href="#">The 2008 Compensation &amp; Benefits Survey</a>	<i>Center for Nonprofit Management</i>	
	<b>DESCRIPTION:</b> Produced since 1990, each job report contains detailed compensation information, broken down by a variety of factors, including budget size, geographic location, field of service, and number of employees managed.		
ORG274	<a href="#">The Community of the Future</a>	<i>Frances Hesselbein Marshall Goldsmith</i>	
	<b>DESCRIPTION:</b> This third volume from the acclaimed Drucker Foundation Future Series focuses on the basis of society itself--the community. Featuring the examples of successful communities from New York City to Hawaii, The Community of the Future presents insights from Peter F. Drucker, Stephen R. Covey, Arun Gandhi, Elie Wiesel, James L. Barksdale, and many others. Their powerful essays explore what our communities will look like tomorrow--how we will live, work, communicate, educate our children, and govern ourselves.		
ORG275	<a href="#">The Employer's Legal Handbook: The all-you-need guide to your legal rights &amp; responsibilities</a>	<i>Fred S. Steingold</i>	5th
	<b>DESCRIPTION:</b> The plain-English resource every employer, manager and HR professional needs. New laws affect every aspect of being an employer -- from interviewing and hiring, to handling employee benefits to firing. The most complete guide to your legal rights and responsibilities, The Employer's Legal Handbook shows you how to comply with the most recent workplace laws and regulations, run a safe and fair workplace and avoid lawsuits.		
ORG276	<a href="#">The Lobbying and Advocacy Handbook: haping Public Policy at the State and Local Level</a>	<i>Marcia Avner</i>	
	<b>DESCRIPTION:</b> This guide is your complete road map to shaping public policy at the state and local level. It gives detailed, step-by-step instructions for developing an effective plan and putting it into action.		
ORG277	<a href="#">The Next Generation: Planet 501c3</a>	<i>Edmond Y. Chang</i>	
	<b>DESCRIPTION:</b> Need a little humor to improve your workday? Check out this second collection of cartoons from CompassPoint's popular web-based comic strip, Planet 501c3.		

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Ref #	Title	Author(s)	Edition
ORG278	<a href="#">The Nonprofit Guide to Compensation Policies</a>	<i>Frederick Kohler K Kaufmann</i>	
	DESCRIPTION:		
ORG279	<a href="#">The Nonprofit Mergers Workbook Part II: Unifying the Organization after a Merger</a>	<i>David Packard Lucile Packard</i>	
	DESCRIPTION: You've completed the merger agreement. Now, how do you make the merger work? Deciding to merge is only the first step in a long process. All too many organizations successfully negotiate their merger agreement, but fail to realize the full benefits of the partnership. Having focused on the execution of the merger, organizations overlook the critical need to put energy and focus into the post-merger integration. La Piana Associates' latest book - The Nonprofit Mergers Workbook: Unifying the Organization after a Merger - can help take you the rest of the way clearly, manageably, and plan fully. Using a practical, hands-on approach, supplemented by numerous examples from La Piana Associates' research and experience, the Workbook Part II addresses how to effectively integrate organizations that have merged.		
ORG280	<a href="#">The Organization of the Future</a>	<i>Frances Hesselbein Marshall Goldsmith</i>	
	DESCRIPTION: What do employees expect from the organizations they support? How can organizations maintain stability in times of massive change? These are the questions modern organizations face as they struggle to grow and evolve. Each essay provides observations that will help leaders in business, nonprofits, and government keep their organizations healthy, competitive, and poised for the future.		
ORG281	<a href="#">The Spirit of Culture: Applying Cultural Competency to Strength-based Youth Development</a>	<i>Maria Guajardo Lucero, Ph.D.</i>	
	DESCRIPTION: Applying the research-based developmental assets list of 40 positive relationships, experiences, and values as a framework for positive youth development provides communities with a set of factors associated with increased healthy behaviors and fewer high-risk behaviors. Beginning with a question regarding the applicability of this model for youth across the spectrum of race and ethnicity in Colorado communities, this report discusses the importance of developing a deeper understanding of the concept of cultural competence as part of individual and community-wide asset building. T		

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Organizational Development

<u>Ref #</u>	<u>Title</u>	<u>Author(s)</u>	<u>Edition</u>
ORG282	<a href="#">They Come From Planet 501</a>	<i>Edmond Y. Chang</i>	

**DESCRIPTION:** Lighten up your day with this collection of 23 cartoons about life in the nonprofit sector selected from Planet 501c3, CompassPoint's popular web-based comic

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Technology

**Ref #**      **Title**      **Author(s)**      **Edition**

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TECH283      [Creating a Newsletter in Indesign](#)      *Katrin Straub  
Torsten Buck*

**DESCRIPTION:** When you need to do just one thing-design a newsletter-and do it fast, this efficient, to-the-point, highly visual guide delivers. Designers Katrin Straub and Torsten Buck show novice InDesign newsletter producers like you each step of the process-from acquainting you with standard newsletter elements to setting up the document, using typography and artwork effectively, and publishing for print, email, and the Web. Simple, direct, step-by-step instructions are linked to large four-color illustrations so you can see exactly how to use InDesign to turn your own content into a well-designed newsletter.

TECH284      [I've Got a Domain Name: Now What?](#)      *Jean Bedord*

**DESCRIPTION:** If you're a business owner expanding to the web - or someone looking to start a business online - you'll find this book helpful and enlightening. It provides a guide to deciphering the jargon and making the decisions that keep many people from achieving Online success.

TECH285      [Revolution in the Mailbox:  
Your Guide to Successful Direct Mail Fundraising](#)      *Mal Warwick*

**DESCRIPTION:** This updated edition of Mal Warwick's landmark book Revolution in the Mailbox has been thoroughly revised to provide your nonprofit organization with the most current and comprehensive survey of direct mail fundraising available anywhere. If you follow Warwick's practical, down-to-earth advice, direct mail will help your organization grow, gain visibility, involve your donors, increase its efficiency, and achieve financial stability. Written in an easy, conversational style, this latest edition is filled with real-world examples and illustrations showing how you can realize the full potential of direct mail by putting it to work as a strategic tool.

TECH286      [Search Engine Optimization for Dummies](#)      *Peter Kent*      2

**DESCRIPTION:** Why do some sites pop to the top when you search? How do you make yours one of them? You create sites that make search engines happy – that's what search engine optimization is all about. Search Engine Optimization For Dummies has been the leading resource on how to make that happen, and this third edition is completely updated to cover the newest changes, standards, tips, and tricks. This handy guide shows you how to get more visitors by getting more visibility for your Web site. Find out which search engines matter most, what they look for (and what they hate,) how to get your site included in the best indexes and directories, and the most effective ways to spend your advertising dollars.

TECH287      [The Accidental Techie](#)      *Sue Bennett*

**DESCRIPTION:** Shows how to create a support system that will help organizations use technology more effectively and make day-to-day life less hectic. Walks you through five projects that, when completed, will give you a comprehensive and usable support system.

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CompassPoint Reports

**Ref #**      **Title**      **Author(s)**      **Edition**

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CP288      **Daring to Lead 2006:  
A National Study of Nonprofit Executive Leadership**      *Jeanne Bell  
Richard Moyers*

**DESCRIPTION:** Three surprising findings from CompassPoint's new national study on executive directors: a) 30% of executives leave their jobs involuntarily (either fired or forced out); b) Executive directors plan to leave their jobs but will stay active in the nonprofit sector; and c) A key driver of executive burnout is frustration with funders.

CP289      **Death by Meeting: A Leadership Fable  
about solving the most painful problem in business**      *Patrick Lencioni*

**DESCRIPTION:** The business meeting - a necessary evil or a vital and invigorating component of running an organization? According to management consultant Lencioni (The Five Temptations of a CEO), meetings should fit the latter description, but more often than not, he says, they don't. In this lackluster audio fable, Lencioni offers practical advice on how to revitalize your business by energizing your business meetings, but his pallid, passive prose would challenge the most skilled narrator, and Arthur is no exception.

CP290      **Flying Under the Radar:  
The Significant Work of All-Volunteer Organizations**      *Cristina Chan  
Sonali Rammohan*

**DESCRIPTION:** Research for the report, Flying Under the Radar: The Significant Work of All-Volunteer Organizations, was conducted in 1999 in the San Francisco service area of CompassPoint by Cristina Chan, M.P.P., and Sonali Rammohan, C.P.A. Leadership for the study was provided by Jan Masaoka, Executive Director of CompassPoint.