

What is the Support Center for Nonprofit Management and what is its relationship with OSF?

The Support Center <http://www.supportcenteronline.org/> is a 501(c)(3) nonprofit organization that provides consulting and training for philanthropic and non profit institutions. The Human Resources Department and the Support Center have an agreement that enables OSF staff to easily access and use consultants and trainers affiliated with the Support Center for events and sessions that will benefit OSF staff.

What are some of the activities I could use a Support Center consultant/trainer for?

You can engage a Support Center consultant/trainer to lead education, professional development or other types of training sessions taking place at OSF for the benefit of OSF staff; or to facilitate training workshops for you and your staff happening during your program retreats. In all cases, payment for consultant/trainer services must be approved in your budget and will come out of your budget. Attached you will find a list with “most frequently used” consultants affiliated from the Support Center and their areas of expertise. For a complete list, you can visit <http://www.supportcenteronline.org/workshop-facilitators.php>.

Please note that the Support Center also offers more than 125 training workshops each year. Attending these workshops is not covered under the HR Agreement; this is considered professional development for an individual, which is something that is recommended, reviewed and/or approved by the Department Head and pre-budgeted and charged to the program/department. You can find a list of workshops in <http://www.supportcenteronline.org/event-calendar.php> and information about consulting services in <http://www.supportcenteronline.org/consulting.php>.

Can I use a Support Center consultant/trainer for an event aimed at my grantees or other non-OSF people?

According to the agreement that OSF and the Support Center have entered into and because OSF has worked out a special rate with the Support Center, consultants/trainers can only be used for events that directly benefit OSF staff.

How do I access a consultant/trainer from the Support Center for Nonprofit Management?

If you decide to engage a consultant/trainer from the Support Center, you will not need to issue a contract and go through OSF’s contract approval process. This is how the process works:

1. You will need to alert Denise McCaffrey, Deputy Director for Human Resources. An email with a brief explanation of the type of engagement you are pursuing will suffice. If you know the name of the consultant/trainer that you want to engage, please state it in the email. Otherwise, Denise can work with you and the Support Center to help you find the most appropriate resource.
2. Denise will get in touch with the Support Center’s Director of Professional Development, Steve Damiano, who will draft the Terms of Reference (TOR) for the engagement.

3. Steve will share the TOR with you for any changes or edits.
4. The Support Center will invoice Denise McCaffrey, who will pass on the invoice to you for processing.

If you have any questions about this, or need any help from us, please let us know. We will be happy to assist in any way we can.