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To hire or not to hire?: Understanding the 5 W's of Staffing

Finance & Administration

Friday, Oct. 28, 2:45 p.m.



Your facilitators

Curtis Evenson

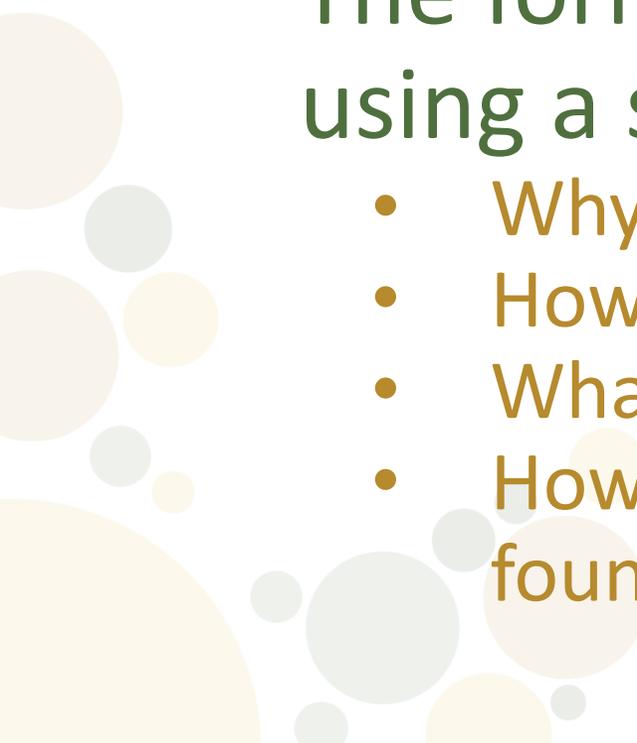
Morris Area Foundation
Chair

Brent Retzlaff

The Winnipeg Foundation
Human Resources &
Policy Administration Officer



Our approach

- The fundamentals: cellphones and washrooms.
 - The goal: create a *fun, safe and engaging* space.
 - The format: share knowledge and experience using a structure of:
 - Why is this important?
 - How do you do it?
 - What is the outcome?
 - How can I apply this learning with my community foundation?
- 



Our philosophy

- *You* are the expert of your community and your community foundation.
- Please share your *thoughts, knowledge, and experiences* so that we can all learn from each other.





Why is hiring staff for your foundation a significant contributor to achieving your organization's goals?

Take a worksheet and **write** down your answer.

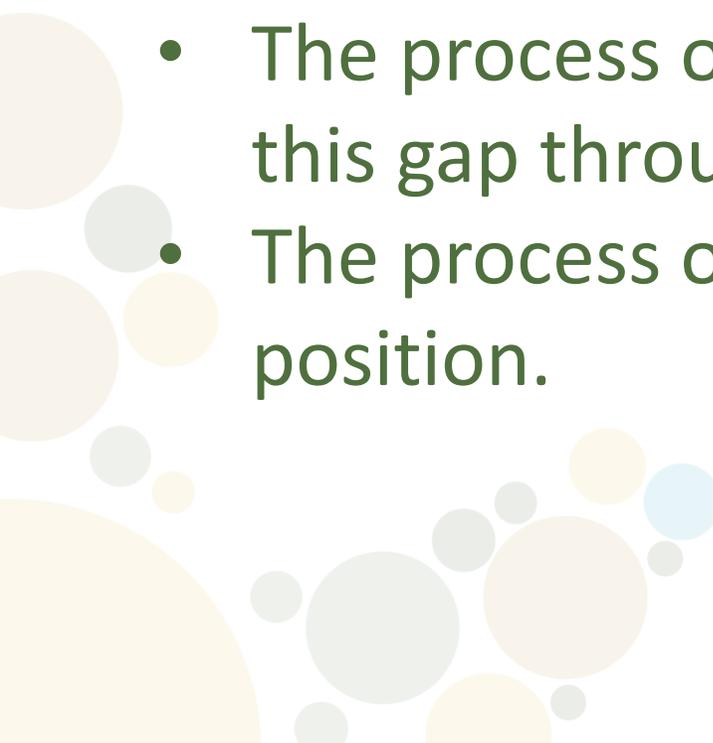


Curtis Evenson

Morris Area Foundation



Definition: Staff recruitment

- The process of **understanding when the current needs AND/OR future opportunities of your foundation exceed your volunteers' capacity.**
 - The process of defining **how your foundation plans to address** this gap through the recruitment of paid staff.
 - The process of **recruiting and selecting** the identified staff position.
- 



Why is hiring staff important?

- Addresses current **gaps in required** foundation operations.
- **Reduces expectations** on volunteer board/committee members and **improves volunteer recruitment**.
- Helps to **professionalize** your foundation and build sustainability.
- Creates new opportunities for your foundation's **growth**.
- Leverages your foundation's resources to create **employment** – a significant predictor of community well-being.





Why is hiring staff for your foundation a significant contributor to achieving your organization's goals?

Reflect on original response.

How might you adapt your response?

How to decide to hire staff

- Conduct a needs assessment.
 - Are there tasks or projects that are important, but the board is not able to get to them because of capacity or time?
- Determine available budget.
 - How much money is available? This will help you assess how you can get the work identified in the needs assessment done.
 - Misconception: budget doesn't lead the decision to hire.
- Understanding the work (the gap) will help to answer the question; what will the new staff do?
 - Can also add insight into, when will we hire?
 - How many hours are required?



How to build a new job description

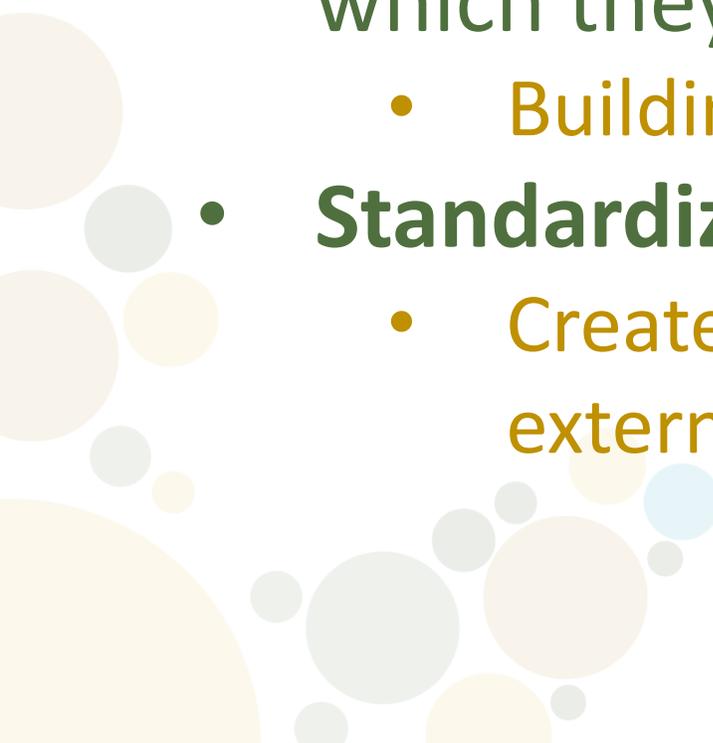
- Once the need (the gap) has been identified, a job description will support the hiring process.
- State the qualifications.
 - We need someone to do data entry --> we need attention to detail.
 - What is realistic to find?
- Determine the level of person are you looking for.
 - How complex is the activity? (i.e., straight out of school vs someone who is doing it for a long time)
- Contemplate the future of the position.
 - Will this role sit the same for years or will it grow/change?





The outcomes of hiring staff.

- **Reduces administrative work** for your volunteers.
 - Reduces ask on new volunteers joining.
- Enables board members to **focus** on the areas in which they bring strength/capacity to the organization.
 - Building relationships, strategy, etc.
- **Standardizes** operational processes.
 - Creates efficiencies and transparency (both internally and externally).





To hire or not to hire?

What is the most challenging work for
volunteers to undertake at your foundation?
How could staff support that work?



To hire or not to hire?

If you currently do not have the budget to recruit a full/part time staff, what other solutions could help your foundation address the work "gaps"?



To hire or not to hire?

Exploring YOUR challenges:

- What is your greatest challenge in hiring staff for your foundation?

Discuss in group. Share with all.



Concluding Thoughts

**To hire not to hire? The 5 W's of staffing
Finance & Administration**

**What's one key takeaway or "AHA" that
you want to remember?**

What are you curious about now?



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Thank you

Endow Manitoba is an initiative of The Winnipeg Foundation