

Janet Boguch
Non-Profit Works
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Janet Boguch is Principal and Owner of Non-Profit Works, an organization development and nonprofit management consulting firm that provides capacity building services, technical assistance, facilitation, training and coaching to all sizes and types of nonprofit organizations, public agencies and for profit companies that serve the nonprofit sector. ***Her firm's mission is to assist individuals and organizations to reach their highest potential and to ensure the health and stability of the nonprofit and public sectors.*** For over twenty-five years, Janet has worked closely with individuals and organizations in many aspects of organizational development including:

- Strategic Planning and Change Initiatives
- Organizational Assessments
- Executive and Leadership Coaching and Leadership Development
- Board and Governance Development
- Leadership and Team Building
- Fundraising Plans and Development Audits; Feasibility Studies; Capital Campaigns; Major Gifts Programs

Skilled, Experienced and Creative Consultant, Facilitator and Speaker

Janet is respected for her excellent facilitation and planning skills, creativity and her ability to motivate people to achieve results. In 1990, she founded *TableTalks Seminar for Nonprofit Professionals*, a peer learning seminar series that meets monthly as a forum for professional development and learning.

Recognized Educator

In 1999 Janet was featured in the *Seattle Times* article called "They Make a Living by Guiding the Giving." She was cited for her exemplary track record as a nonprofit consultant for many hundreds of diverse nonprofits and her long-time commitment to and passion as a faculty member at colleges that offer programs in nonprofit leadership and fundraising. She is core faculty for University of Washington's Fundraising Management and Nonprofit Management Certificate Programs; Seattle University's Executive Masters Program of Not-for-Profit Leadership and for the Arts Management Certificate Program at Seattle Central Community College.

Community Service Awards for Volunteer and Board Service

Janet has served as a long-time community volunteer including board service for Artists Unlimited, Washington Alliance for Arts Education, Regional Advisory Board of Anti-Defamation League, Seattle Mental Health, Northwest Development Officers Association, Jewish Family Service, Leadership Tomorrow and Association of Fundraising Professionals. The John F. Kennedy Performance Arts Center honored Janet with commendations for her creative volunteerism for Imagination Celebration. In 1999, Janet was presented with the *Business Volunteer of the Year Award* from BVA (Business Volunteers for Arts) for her decade of volunteerism. In 2000, Janet was awarded with the *Edward Carlson Leadership Award* from Leadership Tomorrow. She volunteers as a trainer for United Way of King County and ArtsFund; for several years she volunteered as a Girl Scout Troop Leader for her daughter's Totem Council troop. Janet has published in Jossey Bass Series: *New Directions for Philanthropic Fundraising* and has been a keynote presenter at conferences throughout the years.

Lifelong Learner and Student

Because Janet believes so strongly that "community leaders plant shade trees under which they will never sit," she serves as a mentor, coach and teacher to individuals who want to work or volunteer effectively in the nonprofit sector. Ms. Boguch received her Masters Degree from University of California, Berkeley in Environmental and Visual Design. She has studied at Leadership Institute of Seattle, Cape Cod Institute, the University of Washington Graduate School of Public Affairs and Seattle University's doctoral program in Educational Leadership; she received her BFA from California College of Arts and Crafts and attended Antioch College, Yellow Springs for her baccalaureate studies.

REPRESENTATIVE CLIENT/ PROJECT LIST

Advance Bellevue	Program	Junction West Seattle Food
Arco Alaska	Eastside Mental Health	Bank
Arthritis Foundation	Eating Disorders Awareness	Lopez Island Hospice
ArtsFund	and Prevention	Kadima
Artist Trust	Economic Development	Kinderling Center
Artists Unlimited	Assn.	King County Library
Arts Network Northwest- WA	of Skagit County	Foundation
Cultural Congress	Edmonds Art Commission	King County Parks and
ArtsWest	Elderhealth	Recreation
Association of Partners for	Encore Media Group	Kirkland Performance
Public Lands	Environmental Education	Center
ATT Wireless	Assn. of Washington	Kitsap Mental Health
Banchero Intensive Services	Exec. Dirs. Coalition of	Services
Bellevue Art Museum	United	Land Trust Alliance
Bellevue Schools Foundation	Way of King County	LATCH (Lutheran Alliance to
Birth to Three Development	Family Services of King	Create Housing)
Center	County	Leadership Kitsap
The Boeing Company	First Federal Savings & Loan	Leadership Tomorrow
Boyer Children's Clinic	Fred Hutchinson Cancer	Legal Aid for Washington
Boys and Girls Club of King	Research Center	Fund
County	Fremont Public Association	Legal Foundation of
Business Volunteers for the	Friends of Volunteer Park	Washington
Arts	Food Lifeline	Lifetime Advocacy Plus
Camp Brotherhood	Girls On the Run	Mary Bridge Children's
Cascade Mental Health	Greater Lakes Mental Health	Hospital
Services	Services	Mercer Island Parks and
Child Care Resources	Group Health Community	Recreation
Childhaven	Health Services	Mentor Health Northwest
Children's Hospital	Group Health Hospice	Mountaineers Club
Foundation	Group Theater	Mountaineers Foundation
Children's Services of Sno-	Gilda's Club	Multifaith Works
Valley	Girl Scouts USA	Muscular Dystrophy
Children's Therapy Center	Health Mothers/ Healthy	Association
Chorus America	Babies	Music Works Northwest
CIRI Foundation	Highline Community College	National Assoc. of
City Cantabile Choir	Foundation	Community Leadership
City of Renton, Human	Highline Community Hospital	
Services Division	Foundation	National CASA
City of Tukwila	Hospice of Seattle	National Center for
Columbia Legal Services	Impact Capital	Nonprofit
Corporate Council for the	Imperials Music and Youth	Boards (BoardSource)
Arts	Organization	National Lawyers Guild/
Cornish College of the Arts	Inland Development Council	Summer Projects
Crisis Clinic of King County	Intergeneration Innovation	Nature Conservatory
DAWN	International District Health	Nonprofit Center
Dovia (Directors of	Service Center	Northwest Burn Foundation
Volunteers	Intiman Theatre	Northwest Center for
in Agencies)	Island Hospital Foundation	Creative
Downtown Emergency	Jewish Federation of	Aging
Service Center	Greater Seattle	Northwest Center for
Eastside Legal Assistance		Research on Women

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Northwest Girls Choir
Northwest Girls Coalition
Northwest Montessori School
Northwest Primary Care
Association
Olympic Ballet
On the Boards
Parent to Parent
PAWS
Plymouth Housing Group
Pomegranate Center
Providence Mount St.
Vincent
Public Land Trust
Public Relations Society of
America
Puget Sound Grantwriters
Association
Puget Sound Neighborhood
Health Centers
Renton Area Youth & Family
Services

Renton Human Services
(City of Renton)
Residence Action Council
Residence XII
Rosehedge
Sandpoint Arts and Cultural
Exchange (SPACE)
Satterberg Foundation
Seabury School
Seattle Architectural
Foundation
Seattle Central Community
Colleges
Seattle Children's Theatre
Seattle Food Committee
Seattle Fringe Festival
Seattle Hebrew Academy
Seattle International
Children's Festival
Seattle Mental Health
Seattle Symphony
Seattle's Table
Seattle University- Office of
the President
Seattle University- Institution
for Public Service;
Executive Master of
Nonprofit Leadership;
Masters of Public
Administration
Seattle Waldorf School
Seattle Youth Involvement
Network

Skagit Valley Hospital
Foundation
Skagitonians to Preserve
Farmland
Social Venture Partners
Strom Jewish Community
Center
Surface Design Association
Tacoma Community
Collage Foundation
Teacher Recruiting Future
Teachers
TeamChild
Temple B'nai Torah
Totem Council Girl Scouts
The Arc of King County
The Assn. for Persons w/
Severe Handicaps (TASH)
The Children's Museum
The Evergreen State College
Foundation
The Evergreen State
College-the Longhouse
The Little School
Thomas Academy
United Way of Anchorage
United Way of Clallam
County
United Way of King County
United way of Pierce County
United Way of Thurston
County
United Ways of Washington
University Adult Day Care
University of Washington
Alumni Association
University of Washington,
School of Dentistry
University of Washington
Fundraising Management
Certificate Program
University of Washington,
Graduate School of Public
Affairs
Urban Enterprise Center
Valley City Counseling and
Consulting
Village Theater
Washington Alliance for the
Arts Foundation
Washington Assoc. of
Development and
Research (WADRA)
Washington Society of
Certified Public
Accountants

(WSCPA)
Washington Defense Trial
Lawyers
Washington Literacy
Washington State Bar
Association
Washington State Coalition
for the Homeless
Washington State
Community Mental Health
Washington Women's
Employment and
Education
Washington Women in Need
Western Washington
University Foundation
With Grace
YMCA South District
YouthCare
Youth Eastside Services
Yuba Sutter Chamber of
Commerce (California)

SAMPLE TRAINING WORKSHOPS, KEYNOTE AND PANEL TOPICS

**NONPROFIT MANAGEMENT TOPICS-
LEADERSHIP, GOVERNANCE & EXECUTIVE/LEADERSHIP COACHING**

--Customized executive coaching and training services available.

- Board Roles and Responsibilities/ Effective Governance
- Board/ Staff- Working Together
- Board Team Building
- Conflict Management
- Effective Management
- Involving and Motivating Volunteers
- Leadership and Effective Nonprofit Organizations
- Leadership and Organizational Culture
- Leadership and Philanthropy
- Staff -Team Building
- Translating Work Plans into Action
- Volunteer Coordination/ Board Recruitment
- Women- Living Leadership

DEVELOPMENT/ FUND RAISING TOPICS

- Annual Fund Campaigns
- Capital Campaign Principles
- Corporation/ Foundation Grantsmanship
- Creating an Endowments
- Feasibility Studies
- From Dimes to Dollars- Fundraising Approaches That Work
- Fund Development Plans
- Fund Raising Basics
- Fund Raising and Volunteers
- Fundraising on a Shoestring Budget
- Major Gifts—Designing an Effective Program
- Personal Solicitation Skills
- Roles and Responsibilities of Fund Development Staff and Volunteers
- Special Events: Nuts and Bolts
- Stewardship Roles and Responsibilities
- The Donor's View
- Trustee Involvement with Fund Raising
- Volunteer Motivation

ORGANIZATION DEVELOPMENT AND PLANNING TOPICS

- Team Building
- Myers Briggs Type Indicator/Styles and Attributes (Qualified to administer and facilitate the instrument)
- Organizational Audits, Feasibility Studies and Development Audits
- Planning and Evaluation
- Strategic Planning Overview
- Annual Operations and Implementation Work Plans
- Translating a Long Range Plan into Action
- Organizational Alignment: Structure and Systems

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**TableTalks Seminars for Nonprofit Executive Leaders
A Peer Learning Network**

Background: *TableTalks Seminars* began several years ago to meet the needs of nonprofit professionals who wanted to learn from each other, gain new knowledge and skills and learn more about relevant issues and topics that pertain to managing and leading nonprofit organizations.

What is it? As a "professional and personalized peer- learning group," the seminar series is designed to meet the needs of the participants in a collegial atmosphere. It is recommended for mid and senior level managers and executive directors. *TableTalks* is a forum for learning new skills, discussing practical solutions and brainstorming ideas in a confidential, safe and comfortable setting.

Specific topics are based on registrants' requests. Topics have included: *Effective Teams, Personnel Evaluations, Board Assessment and Evaluation, Getting Started in Planned Giving, Board President and Executive Director Relations, Developing a Philanthropic Organizational Culture.*

The cohort group often selects a book to read and discuss. Titles have included: *On Leadership*, John Gardner, Peter Brinckerhoff's *Mission Based Management*; Malcolm Gladwell's *Tipping Point*, articles from the *Harvard Business Review*, Jim Collin's *Good to Great* and so forth.

When is it? SESSIONS ARE MONTHLY on Thursdays and Fridays. Participants enroll for four sessions at a time. Registration is on a rolling basis. **All sessions meet between 8:30-11:30 a.m.**

2005 Calendar

Thursday Section

January 20
February 17
March 17
April 21
May 19
June 23
July 21
August 25
September 22
October 20
November 17
December 15

Friday Section

January 21
February 18
March 18
April 22
May 20
June 24
July 22
August 26
September 23
October 21
November 18
December 16

Where is it? The group meets at Non-Profit Works on Capitol Hill/Seattle in a comfortable, homey office setting. Sometimes the group rotates the location so that participants get a behind the scenes look at different types of local organizations.

Who facilitates: Janet Boguch, Principal Consultant and Owner of Non-Profit Works, has served as the facilitator, trainer and coach for the series since its inception over fourteen years ago. For over 25 years Janet has worked with hundreds of nonprofits of all types and sizes. The mission of Non-Profit Works is to assist individuals and organizations to reach their highest potential and to ensure the health and stability of the nonprofit and public sectors. Janet is described as "smart, caring, seasoned and highly motivating". She serves on the faculty for Seattle University's graduate degree program, Masters of Not-for-Profit Leadership, for the University of Washington's Fundraising Management and Nonprofit Certificate Programs and for Seattle Central Community College's Arts Management Certificate Programs.

How to register? Request the simple Registration Form and write a check for \$175. Send both to: Janet Boguch, Non-Profit Works 1802 E. Prospect Seattle, WA 98112.

TableTalks Seminars for Development/Fundraising Professionals A Successful Peer Learning Network

Background: *TableTalks Seminar for Nonprofit Executive Leaders* began over fourteen years ago to meet the needs of nonprofit professionals who wanted to learn from each other, gain new knowledge and skills and learn more about relevant issues and topics that pertain to managing and leading their nonprofit organizations. In recent years, there have been many requests to have a similar professional learning forum that is development/fundraising focused. Hence, ***TableTalks Seminar for Development/Fundraising Professionals* was inaugurated in fall 2004.**

What is it? As a "professional, practical and personalized peer-mentoring learning group," the seminar series is designed to meet the needs of the participants in a collegial atmosphere. It is **recommended for development/fundraising professionals – specialists to generalists**. **TableTalks** is a forum for learning new skills, discussing practical solutions and brainstorming ideas **in a confidential, safe and comfortable setting**.

Format: Facilitated agenda; peer learning; fundraising related topics such as-- board engagement with fundraising, major gift plans and strategies, developing a culture of philanthropy, working with teams and committees. Real situations are used. The model is based on interactive and participatory learning strategies. Discussion of articles and books will be integrated into the curriculum. **Confidentiality is the guiding principle; the learning environment is safe.**

Janet Boguch, Principal Consultant and Owner of Non-Profit Works has over 25 years of nonprofit management experience. Janet has worked with hundreds of nonprofits of all types and sizes. The mission of Non-Profit Works is to assist individuals and organizations to reach their highest potential and to ensure the health and stability of the nonprofit and public sectors. Janet is described as "smart, caring, seasoned and highly motivating". She serves on the faculty of Seattle University's Masters Degree program in Not-for-Profit Leadership and for the University of Washington's Fundraising Management and Nonprofit Management Certificate Programs. She is an acclaimed trainer, teacher and consultant.

Where is it? The group meets at Non-Profit Works on Capitol Hill/Seattle in a comfortable, homey office setting. Sometimes the group rotates the location so that participants get a behind the scenes look at different types of local organizations.

When is it? **SESSIONS ARE MONTHLY on Wednesdays.** Participants enroll for four sessions at a time. Admission is on a rolling basis. All sessions meet **between 8:00-11:00 a.m.** **Missed sessions can be made up.**

Dates: **One Wednesday of each month; 8-11:00 a.m.**

Jan. 26, Feb. 23, March 16, Apr. 20, May 18, June 15, July 20, Aug. 24, Sept. 21, Oct. 19, Nov. 16, Dec. 14.

How to Register: **Limited enrollment.** The fee is \$175 for four sessions. Includes morning refreshments and hand-outs. Request **the simple Registration Form and write a check for \$175 to Janet Boguch.**