Saturday, April 9

7:30 – 7:45am  Registration & Breakfast

7:45 – 8:00am  Welcome & Introductions

Matthew Nelson, assistant vice president for member services, at the Council on Foundations, will introduce Essential Skills and Strategies [ESS] topics and presenters and ask participants to introduce yourselves and share your goals for this ESS session.

8:00 – 9:00am  The Big Picture (Grounded In Philanthropy)

Matthew Nelson will help participants become Grounded in Philanthropy with an overview of the history and role of philanthropy, how the field is organized and supported by infrastructure groups, and the current trends and issues facing the field today.

9:00 – 11:30am Getting It Right: Rules & Regs – Parts I & II (Navigating Legal and Ethical Issues)

While philanthropy is often considered more art than science, Janne Gallagher, general counsel, Council on Foundations, will guide you through the hard-and-fast rules that guide philanthropic practice. She will lead a discussion of the legal framework and ethical quandaries which face philanthropists. Navigating Legal and Ethical Issues will leave you confident and prepared to meet the demands of your profession.

A 15-minute break will be taken from 10:00 – 10:15 am.

11:30 – 12:30pm  Dine & Dialogue

Following the morning’s discussion of rules and regulations, participants will grab lunch and take a step back as they consider the theoretical and social underpinnings of philanthropy – from the impulse to give to the implicit and explicit expectations of philanthropy. Matthew Nelson will moderate a free-flowing conversation based on provocative readings emailed to participants in advance of the session. Participants are strongly urged to complete the readings before this highly participatory session.

Readings: The Doer of Good
   Today I Applied for Food Stamps and an Abortion
   Defining “Great” – Calibrating Success Without Business Metrics
12:30 – 3:30 pm  **Learning the Process (Making Sound Funding Recommendations)**

Cole Wilbur, trustee and former CEO, David and Lucile Packard Foundation will provide an overview of the grantmaking process – setting your mission, goals, and strategy, understanding grant guidelines, proposal gathering, preliminary review and first cut, full review, and grant recommendation decisions. *Making Sound Funding Recommendations* will offer strategies on best practices used in the proposal review process and issues to consider in arriving at a funding recommendation.

A 15-minute break will be taken from 2:00 – 2:15 pm.

3:30 – 5:00pm  **Making the Case & Breaking the News (Communicating Funding Recommendations and Decisions)**

Rahsaan Harris, former Fellow with Atlantic Philanthropies will bring participants back to daily responsibilities – how to recommend, facilitate and communicate foundations decisions internally and externally. Communicating Funding Recommendations and Decisions will offer tips and strategies to make communications as transparent and effective as possible.

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**Sunday, April 10**

7:30 – 7:45am  **Registration & Breakfast**

7:45 – 8:00am  **Review Yesterday, Introduce Today**

Matthew Nelson will facilitate the day’s activities, beginning with a review of yesterday’s key themes and participants’ goals.

8:00 – 9:30am  **Staying on Top of Your Game (Managing Your Grant Portfolio)**

Participants will learn the practical focus on sustaining and containing the complex-sometimes frenzied – work of a grantmaker. Kate Guedj, Vice President, Philanthropic and Donor Services with the Boston Foundation will lead participants through a set of standards and recommendations for *Managing Your Grant Portfolio*.

9:30 – 10:30am  **Making a Difference (Maximizing Grant Impact)**

Words and phrases like strategic philanthropy, impact, measures and outcomes are pervasive in the field’s parlance, but can seem vague and ambiguous when your day is filled with precise grant guidelines, looming deadlines, tight budgets, grantee inquiries and board meetings. Cole Wilbur will guide participants through specific and practical ways to *Maximize Grant Impact*.

10:30 – 10:45am  **Break**
10:45-11:30am  

**When I Grow Up, I Want to...Work in Philanthropy (Strategies for Professional Excellence and Personal Satisfaction)**

*Rahsaan Harris* will draw on personal and professional experience as they participate in a candid exploration of the rewards and tensions inherent in the life of a grantmaker. *Strategies for Professional Excellence and Personal Satisfaction* will emphasize work/life balance and the pursuit of excellence in grantmaking. Participants will be urged to share approaches to learning, growing and excelling in this work.

11:30am  

**In Closing:....What's Next & Where to Go For Help**

*Matthew Nelson* will provide a brief overview of the education programs offered by the Council and other partners in the field. He will close ESS with suggestions for staying in touch.