

AGENDA

Essential Skills and Strategies for New Grantmakers April 9-10, 2011 Philadelphia, PA

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.

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 inquires 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.