THE EMPOWERED NON-PROFIT
Features FAQ

What features are available through *The Empowered Non-Profit*?

The Empowered Non-Profit provides a variety of features to manage non-profits. These features fall into the following general categories:

- people (donors, clients, contacts, families, volunteers, etc)
- businesses (corporate sponsors, vendors, etc)
- donations and fund raising
- information management (managing a large volume of information about your organization, people, and donations in an efficient and easily accessible manner)

Describe some of the features available for managing people.

For any individual, you can

- maintain any number of addresses, phone numbers, email addresses, and web links.
- designate primary addresses and other contact info
- define personalized fields and track this information
- create families, associated people with family groupings, and assign family relationships
- maintain a complete donation history

What are Groups?

Groups are an easy and effective way to work with collections of people, volunteers, or businesses.

Once people are associated with a group, you can easily work with the entire group, such as send emails, generate reports, or create membership directories. You can also merge groups, or cut and paste members from one group into another group.

There is no limit to the number of groups a person can belong to.

What are the Donation Management features?

Donations are categorized by account and fund-raising campaign. They can be associated with memorials or honorariums. Gifts-in-kind are supported, and the user can define a categorization system for in-kind donations. A variety of reports are available to track donation trends and fund-raising campaign effectiveness. Utilities are available to interface with mail merge word processing programs to create gift acknowledgments.

How can The Empowered Non-Profit help manage volunteers?

- allows the user to design and publish a simple volunteer web site. The web site allows Internet users to register with your organization, sign up for volunteer events, and view job positions.
- coordinate communication between an organization's volunteer coordinator and volunteers

What personalization features are available?

There are many ways that The Empowered Non-Profit can be personalized. From a user's perspective, there are several color schemes the user can choose from. The user can also choose the text font size.

At the chapter management level, the user can create custom tables that can be associated with people, businesses, families, or volunteers. Within these tables, the user can define the types of information to be retained (fields). The user can choose between many field types, including yes/no, one-of-many lists, text fields, numerical and currency fields, date fields, and a “blog” field. The blog field allows the user to maintain an on-going historical dialog. The tables and fields are managed through a simple user interface. The user can create as many tables and fields as necessary to track the information relevant to their non-profit.

Users can create custom searches and reports based on the personalized table information that they create.

Can The Empowered Non-Profit be used to create labels?

Yes. A variety of label formats are available. The labels are created as PDF files, and can easily be printed by the user.

How are reports presented?

In general, reports are available in the following formats:

- as HTML, easily viewed from within The Empowered Non-Profit program
- as a PDF file, for easy printing and downloading
- as a text-and-tab ASCII file, for downloading. Text-and-tab files can be used in spreadsheets or as data sources for the mail-merge features of word processors.

What type of office management features are available?

- Calendar – the user can maintain any number of personal, chapter, or agency calendars
- Staff Directory
- Staff Records, including extensive emergency contact info
- Document Management – the user has the ability to create a file catalog, upload documents, and share them with other authorized staff members.

What other features are being developed?

- Sponsorship utilities for organizations that match donors with clients
- Utilities to facilitate the annotation of Social Worker/Client interactions.
- Survey features to create, distribute, and analyze surveys.
- Utilities to manage popular fund-raising silent auctions.