



# Full-service Management

*Nonprofit Empowerment Group (NEG), a culturally diverse and multi-talented group of professionals, is dedicated to providing emerging and rapidly growing nonprofits with the tools necessary to serve their constituencies effectively and efficiently.*

*NEG has extensive hands-on experience with nonprofits as well as continuing involvement in all areas of organizational management.*

## Administrative Management

## Financial Management and Accounting

## Communication and Marketing

## Legal Affairs

### Administrative Management

- Document Procedures and Guidelines
- Market research and statistical surveys
- Long-term business planning
- Accreditation/certification programs
- Chapter relations
- Market planning and membership promotion
- Meetings, conventions and exhibits, seminars and educational programs

### Financial Management & Accounting

- Customized chart of all existing accounts with a structure allowing for reporting at various levels of the organization.
- Manage accounts payable/ accounts receivables and cash disbursements.
- Coordinate the annual audits and review appropriate tax returns.
- Establish Investment policy and monitor to maximize returns.
- Publish Annual Report



### Communication & Marketing

- Develop and implement public relations strategies to meet association objectives.
- Assist the Board of Directors and its committees with the creation of media relations plans.
- Design, print and distribute communications such as newsletters, directories, meeting announcements, brochures and broadcast faxes and e-mails).
- Coordinate the development of news releases, media kits and other written material.

### Legal Affairs

- Compliance with state and federal regulations
- Legal and organizational steps to set up, merge, or transition to a nonprofit entity
- Risk management
- Create bylaws
- Conflict Resolution
- Manage litigation and other disputes affecting the company
- Annual Minutes





