

September 2026 Workshop Schedule

Programs just for you!
Designed for nonprofit professionals,
volunteers, board members, and
community partners.

THURS

10

12:00 - 1:00 pm

Executive Director Huddle

Break down the isolation barrier! This exclusive affinity group for nonprofit EDs and CEOs is a unique monthly forum in which nonprofit chief executives come together to share experiences, challenges, solutions, and best practices. Join us as we deepen connections and build a community of support among participants.

Facilitator: *Wendy Burtner, Nonprofit Sidekick*

**Online via zoom,
Cost is free!**

THURS

17

10:00-11:00 am

Promoting Advocacy With NP Teams & Eco Soap Bank

Two Important Topics from Samir Lakhani, CEO: 1. Learn to utilize modern AI tools to mobilize your audience to take political action about the issues relevant to your organization. 2. Engage in discussion regarding hygiene access in Southwestern Pennsylvania and hygiene solutions for your community.

Facilitator: *Samir Lakhani, ECOSOAP*

Online via zoom, \$30

TUES

22

10:00-11:00 am

Grant-Ready: Auditing Your Nonprofit for Funding Success

Before you write a single word of a proposal, you must ensure your organization is "fundable." In this 60-minute session, we break down the essential checklist every nonprofit leader needs. We will cover the core administrative requirements, the importance of a clear mission statement, and how to gather the data points that foundations demand. Participants will leave with a clear understanding of whether they are ready to apply today or what specific gaps they need to close first.

Facilitator: *Dr. Emily Clare, Clare Collective*

Online via zoom, \$30



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TUES

29

10:00 - 11:30 am

Time & Effort Reporting – What Federal Grants Require

Are your grant-funded personnel expenses read for review? Personnel costs are often one of the largest expenses charged to grants, and also one of the most frequently misunderstood areas of federal grant compliance. This practical webinar will explain the federal time and effort documentation requirements established under 2 CFR 200.430 and show participants how those requirements connect to payroll, accounting, grant budgets, and internal controls. Participants will examine the “100% rule,” the appropriate use of budget estimates, after-the-fact documentation, allocation across multiple activities, reconciliation, and supervisory review. Designed for executive directors, finance staff, operations leaders, grant managers, program directors, and payroll personnel, this session will also explore how reliable personnel allocation data can strengthen budgeting, cost recovery, staffing decisions, and overall grant management.

Facilitator: Dayna Shear, Smart Grant Solutions

Online via zoom, \$35

WED

30

1:00 - 2:00 pm

Practical Strategies for Sustaining Healthy Nonprofit Organizations

Nonprofit professionals are deeply committed to serving their communities, yet the emotional demands, limited resources, and constant urgency of mission driven work can take a significant toll on staff well being. When workforce wellness is overlooked, organizations may experience burnout, staff turnover, and reduced organizational effectiveness.

Facilitator: Julius Boatwright, Workforce Wellness Works

Online via zoom, \$30

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- We offer low-cost educational opportunities for your entire organization, from your front-line team to your Board of Directors. We can customize training just for you!
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