



MAINSTREAM NONPROFIT SOLUTIONS SERVICES



MAINSTREAM
NONPROFIT
SOLUTIONS
AN AGENCY OF TFI

CONNECT WITH US

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TEAMMNS.org



MAXIMIZE YOUR IMPACT

TABLE OF CONTENTS

About MNS	3
Church Support	4
Executive	5
Facilities Management	6
Finance	7
Grant Writing	8
Human Resources	9
Information Technology	10
Marketing	11
Nonprofit Startup Support	12
Program Support	13
Risk Management	14
Web Development	15
What Our Clients Say About Us	16

MAINSTREAM NONPROFIT SOLUTIONS

Mainstream Nonprofit Solutions is a 501(c)(3) organization providing efficient, effective administrative services to enable nonprofits and small businesses to focus on their clients' needs. We offer a spectrum of solutions including facilities management, finance, human resources, information technology, marketing, program support, risk management and training needs.

OUR MISSION

Provide efficient, effective administrative services so charities can focus on their clients.

OUR VISION

Maximize the missions of charitable organizations.

OUR VALUES

Dedicated to success: We put mission first

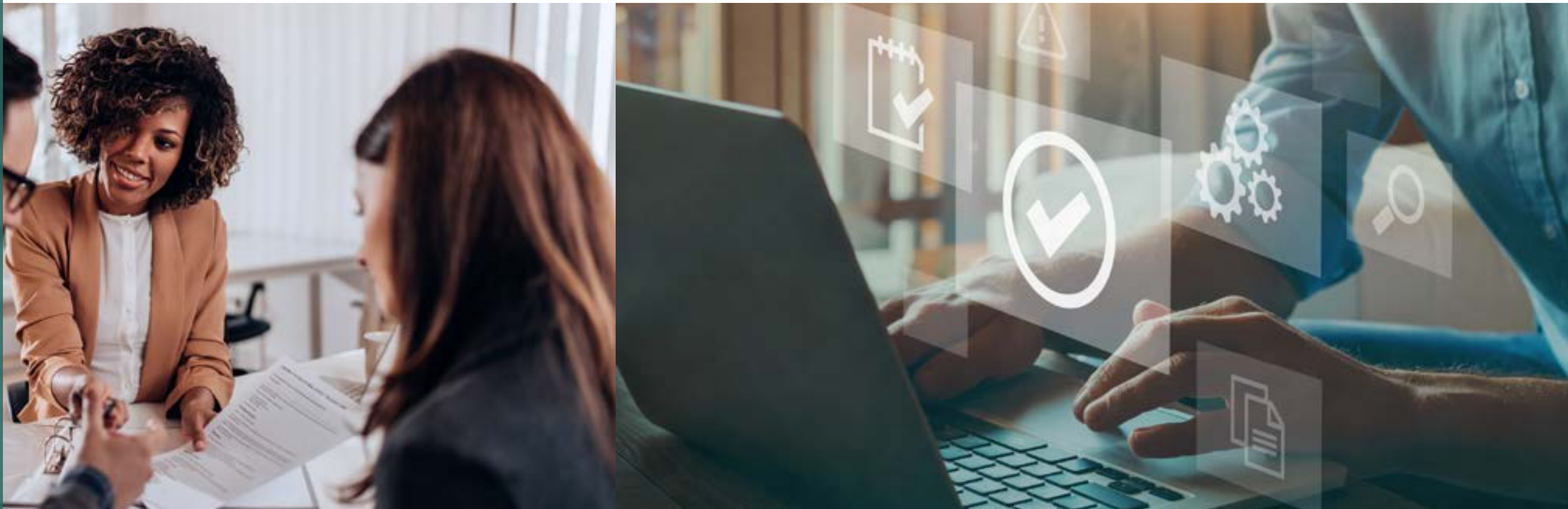
Act with integrity: We provide respect and confidentiality

Work as a team: We partner with charities to achieve ultimate results for those they serve

Strive for excellence: We aim for the highest quality in all we do

OUR BRAND PROMISE

We help you, so you can help them.



TRAINING YOUR VOLUNTEERS

- You have devoted church members who want to help keep the church operating well, but do they have all the tools they need to do so? Many churches, especially smaller congregations, have great volunteers that are very dedicated to the church mission. But they need tools, such as training and resources, to do it well. At Mainstream Nonprofit Solutions, we specialize in keeping nonprofits, including churches, up-to-date on IRS regulations and offer advice as needed to help your church run smoothly. Some of the services we offer to churches are:
 - Training on payroll requirements and due dates, including:
 - Preparation of quarterly and annual payroll tax returns
 - Knowledge of special payroll regulations for clergy
 - How to correct prior returns that were filed incorrectly
 - How to deal with the IRS when a notice is received
 - On-call expert advice on IT issues
 - Social media experts to help you navigate webpage design, Facebook, Twitter and other social media sites
 - Help with selecting and implementing an online donation strategy.

If you have these or other issues facing your church, give us a call to see if we can help!

INTERIM LEADERSHIP

- Provide experienced nonprofit C-suite professionals to cover a temporary leave or vacancy of an executive role
 - Ensure organization stability and continuity
 - Oversee daily operations
 - Assist with candidate search and consideration
 - On-site or remote presence options

LEADERSHIP ADVISING

- Analyze merger and acquisition considerations, make recommendations and provide expert guidance throughout process
- Assess organizational processes, policies and procedures
- Provide crisis consulting and leadership advising
- Conduct and present efficiency studies
- Develop plans for succession

FINANCIAL REORGANIZING

- Perform operational review and provide recommendations for financial stability and organization longevity
- Provide guidance throughout financial reorganization or nonprofit liquidation process



FACILITIES MANAGEMENT

FACILITIES MANAGEMENT CONSULTING

- Assist with obtaining bids for new projects subject to federal funding
 - Receive price quotes for purchases over \$3,000
 - Public solicitation and procurement through sealed bid processes for purchases over \$150,000
 - Assist with document bid processes and provide bid evaluations
- Assist with capital campaign process, including how to get bids, how to do an RFP for bids, where to send bids, where to obtain solid quotes and provide evaluations of bids received

DAILY MAINTENANCE, REPAIR & REMODELING

- Evaluate need for maintenance, repair or remodeling
- Take care of minor repairs in-house

FINANCIAL PROCESSING & CONSULTING

- Prepare monthly financial statements and bank reconciliations
- Process employee payroll, calculate and deposit payroll taxes and process annual W-2s
- Assist with audit preparation and investment management
- Provide consultation on unit cost, rate setting and annual budgets

BILLING

- Handle entire billing process, including medical billing
- Provide reporting and consulting on receivable collections

FEDERAL & STATE REPORTING

- Assist with ensuring compliance with all state and federal regulatory agencies

GRANT COMPLIANCE & REPORTING

- Prepare and file financial reports for United Way and other grantors

INTERIM & INTERMITTENT CFO

- Provide on-call professional consulting when nonprofits are without a CFO

FINANCE



GRANT WRITING

- Mainstream Nonprofit Solutions understands the importance of grants and government contracts funding in delivering your mission.
- We have secured over \$350 million in funding for our members through grants and RFPs by:

IDENTIFYING FUNDING OPPORTUNITIES

- Discuss types and sources of funding, as well as determine your funding diversity, strategy, and needs
- Monitor government, private, and foundation opportunities daily
- Create executive and/or detailed summaries of opportunities reviewed that align with your mission and funding needs
- Provide expertise on cultivating and networking with potential funders

WRITING AND CONSULTING ON GRANT APPLICATIONS AND RFPs

- Research and provide application requirements, eligibility, and funding source history
- Advise on best practices for project management of proposal process
- Tailor proposal to optimize acceptance, including how to utilize data and draft compelling stories to enhance your application
- Verify acceptance requirements and responsibilities, as well as any periodic or ongoing reporting
- Review application and/or rejection feedback, provide guidance to improve success and investigate resubmission possibilities

RECRUITMENT & RETENTION

- Assist with filing all types of open positions and recruitment decisions, including job descriptions and determining required skillset
- Utilize online recruitment system to post open positions
- Conduct interviews, background and reference checks
- Provide wage recommendations and schedule drug screenings

BENEFIT PLAN DESIGN

- Design, implement and manage benefit plan, including research of plan options and associated costs
- Prepare necessary documents, educate employees on benefits, answer questions and assist with sign-up process

COMPLIANCE

- Consult on personnel file requirements, federal and state employment law and regulatory compliance
- Review and provide recommendation on employee manuals, policies and procedures

HUMAN RESOURCES



INFORMATION TECHNOLOGY

ASSESSMENT & CONSULTING

- Provide network security and support and secure email hosting
- Implement backup strategies and disaster recovery planning
- Design custom IT structures
- Provide VOIP infrastructure support and help desk services

DATABASE DESIGN

- Create a database to monitor services
- Design outcome reports for management, donors and grantors

BUSINESS CONTINUITY

- Ensure all data is backed up and monitored daily
- Provide reports on disaster recovery drills, status of offsite backups and status of retention policies

SECURITY

- Monitor network for anomalies
- Provide spam and malware protection
- Review and assess website security; set up online services

MARKETING

- From creative excellence to engaging digital solutions, our collaborative brand-centric approach leads to organizational identities that will create a lasting impact and help your nonprofit succeed. Our expert team implements strategic foundations by producing content that engages clients and increases brand visibility across a variety of channels.

SERVICES

- Brand Strategy & Development
- Promotions Planning
- Advertising
- Public Relations
- Print Materials
- Analytics
- Social Media
- Website Development & Design

We have the drive, passion and skills to take on any marketing challenge or opportunity. Give us a call to find out how we can help strengthen your nonprofit.

MARKETING



NONPROFIT STARTUP SUPPORT

STARTUP PROCESS

- Assist with formation of a new nonprofit, including but not limited to:
 - Preparation and filing of Form 1023 for obtaining tax exemption status 501(c)(3)
 - Obtaining state business and solicitation licenses
 - Applying for property tax abatement and sales tax exemptions
 - Applying for state unemployment and withholding accounts
 - Setting up insurance and liability coverage

STRATEGIC PLANNING

- Determine company vision, mission, values, long-term strategy

BOARD TRAINING

- Train your board of directors on expectations for nonprofit board members

GRANT WRITING

- Research and apply for grants relevant to your organization and mission

CALL CENTER & SCHEDULING

- Answer all calls and process as needed, including:
 - Scheduling, routing and caller assistance
 - Processing referrals and critical incident reports

PROGRAM OUTCOMES MANAGEMENT

- Consult with program staff to design outcomes management system
- Accumulate, verify, track and analyze data for outcomes report
- Consult with key staff on program improvements

VALIDATED CHILD PLACEMENT MATCHING SYSTEM

- Provide access to validated placement software for foster care agencies
 - Aids with placing a child in the best foster home
 - Speeds placement

PROGRAM SUPPORT



RISK MANAGEMENT

PERFORMANCE & QUALITY IMPROVEMENT

- Assist with identifying best practices
- Develop performance indicators
- Conduct surveys, audits and data analysis
- Procure organizational licensing
- Provide compliance licensing audit management
- Assist with accreditation compliance and site visit facilitation
- Conduct provider and vendor compliance audits
- Assist in achieving and maintaining accreditation and organizational licensing

COST CONTAINMENT

- Obtain reduced rates for nonprofits through centralized purchasing
- Assist with procuring liability and property coverage, ensuring protection and appropriate cost
- Ensure appropriate workers compensation coverage

OTHER SERVICES

- Provide interim CEO
- Provide legal review of contracts and assessment on organizational processes
- Review organizational policies and procedures

FRESH, CLEAN, PROFESSIONAL DESIGN

- Implement a professional website design that will breathe life into your organization's mission and effectively convey your message

USER-FRIENDLY FUNCTIONALITY

- Utilize a user-friendly content management system allowing your organization to easily update and change your website

SITE MANAGEMENT

- Provide features designed to accomplish functionality requirements
 - Image and video display
 - Online donation integration
 - E-commerce functionality
 - Social media integration
 - Form sign-up capabilities

RESPONSIVE OPTIMIZATION

- Take advantage of current technologies to build a lasting, responsive web experience designed to function and look great on all platforms and devices

EFFECTIVE SEO IMPLEMENTATION

- Increase web traffic with thorough search engine optimization for high-ranking search engine results

WEB DEVELOPMENT





WHAT OUR CLIENTS SAY ABOUT US:



“Mainstream Nonprofit Solutions provides small nonprofits with the ability to have their back office needs met without having to hire staff. I feel that they were created just for us!”
– Sunlight Children’s Advocacy and Rights Foundation



“Mainstream Nonprofit Solutions assisted Kansas Humane Society during a time of crisis, and I couldn’t have been more pleased with the results. I appreciate their professionalism and ability to adapt. They were the perfect solution for us!”
– Kansas Humane Society



“I was extremely impressed with their professionalism, regular communication, and attention to detail. I would encourage any non-profit organization to partner with MNS!”
– Boys and Girls Club of South Central Kansas