

Identifying Internal and External Stakeholders

This worksheet was created by The Denver Foundation's Inclusiveness Project (www.nonprofitinclusiveness.org) to support organizations doing inclusiveness work.

Users are encouraged to customize the worksheet to meet the needs of their respective organizations.

Internal stakeholders are people who are already committed to serving your organization as board members, staff, volunteers, and/or donors.

External stakeholders are people who are impacted by your work as clients/constituents, community partners, and others. It is important to get the perspectives of both groups.

Instructions

Mark the groups whose perspectives you think will be useful for creating an inclusiveness plan.

Internal Stakeholders

- Board members
- Former board members
- Staff members
- Former staff members
- Volunteers
- Former Volunteers
- Donors
- Other
- Other
- Other

Use the space below to make notes regarding the internal stakeholders you've chosen: (e.g., topics you might ask about, approximate number of people in the group, key individuals to interview)

External Stakeholders

- Clients
- Community partners

- ___ Members of groups served by our organization who are not accessing our services
- ___ Leaders of color from nonprofit, public, or private sectors
- ___ Other
- ___ Other
- ___ Other

Use the space below to make notes regarding the external stakeholders you've chosen:

Name of Organization _____

Date Worksheet Completed _____