

Identifying the Roles and Qualifications of a Consultant

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.

Roles

Instructions

Select the roles that you would like your consultant to play:

_____ Overall Guidance: Working with the Inclusiveness Committee throughout the inclusiveness initiative to plan and execute the initiative.

_____ Information Gathering: Designing strategies and gathering data during the information-gathering phase.

_____ Inclusiveness Training: Conducting trainings to create a more inclusive organizational culture.

_____ Evaluation: Creating an evaluation plan to measure efficacy of trainings and progress of inclusiveness initiative.

_____ Other

_____ Other

Qualities and Qualifications

Instructions

Listed below are qualities and qualifications to consider when selecting a consultant. Select those that you would like your consultant to have and brainstorm additional qualities and qualifications as necessary. You may also find it useful to define these qualities for the purposes of your organization.

___ Flexible

___ Effective as a facilitator

___ Knowledgeable about assessment and evaluation

___ Knowledgeable about the nonprofit sector

___ Experienced (You may wish to include a specific number of years in the field.)

___ Knowledgeable about diverse communities (You may wish to specify communities that your organization serves, communities that you are interested in reaching out to and serving, or specific languages spoken.)

___ Access to and knowledge of inclusiveness resources (You may wish to specify the types of resources of most use to your organization.)

___ Organized ___ Timely ___ Efficient ___ Patient

___ Strong communication skills

___ Able to work with our time schedule

___ Experienced and effective meeting facilitator

___ Experienced and effective process facilitator

___ Strong people skills

Will work within our budget (\$_____)

___ Other _____

Name of Organization _____

Date Worksheet Completed _____