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LIN Updates



Successful Management of Your Staff & Volunteers



HCMC, 06 April 2013 - Just as the first HR workshop emphasized that successful NPOs depends on its employees, this second workshop goes further into the importance of an effective HRM program but also includes management of unpaid volunteer resources. Some NPOs make extensive use of volunteers, while others use volunteers to a lesser degree or not at all. It is important to recognize that they are doing a good job, even if it is unpaid. NPOs are relying on volunteers to get certain things done, and—depending on their role—they may be representing NPOs to beneficiaries and/or donors. Therefore, it is very important to make sure that NPOs select good volunteers and manage them well.

For the second workshop in the series, LIN was delighted to partner with Ms. Ngo Hoang Thy, Learning and Development Manager at Intel Products Vietnam. Ms. Thy has extensive experience in training for both the NGO and business sectors. She facilitated the follow-up to the first HR workshop and covered final components of an effective HRM program for local NPOs. Ms. Truc Nguyen, Volunteer Coordinator at LIN, gave a presentation on how to manage an effective Volunteer Management program for local organizations. LIN also introduced and guided on the use of the newly developed Volunteer Management self-assessment tool to participating NPOs. Similar to the first workshop, NPOs developed practical goals to achieve within six months to practice effective Volunteer Management.

" I am impressed with the LIN's professionalism of the event which gathered 30 participants from HCMC NPO Community. They join the training with a wonderful learning spirit, exchanging ideas with their peers in HR management. I am really surprised with the diversified participants from the elders with experience in social life and work to the young people starting their work with beautiful mind in helping society. The age difference does not affect the training and instead it allows participants to share valuable experience together" **Ms. Ho Thi Y Nhi**, Deputy Director of Admin and Finance of East Meets West (EMW)

Download the tools in Vietnamese here: [NPO Resources](#)

LIN Center



Meet with TechSoupAsia

HCMC 30 April 2013 - On 10 April 2013, LIN hosted a roundtable meeting among ten NPOs with Mr. Mike Yeaton from TechSoupAsia (<http://www.techsoup.asia>) and Mr. Billy K.P. Tang from the Hong Kong Council of Social Service (<http://www.hkcss.org.hk>).



The topic of the meeting was TechSoupAsia's (TSA) planned expansion of service into Vietnam and the purpose was to understand the situation of local not-for-profit organizations, their technology needs and challenges in order to better customize TSA's planned support services in Vietnam.

During the roundtable, Mr. Yeaton introduced TechSoupAsia's core services and related activities. "The gulf between what NGOs need in terms of technology and what they have is so great. [TSA is] trying to bridge that gap..." He then introduced TSA's partnership with the Hong Kong Council on Social Service, which will host a regional technology conference in early December 2013 that will include a focus on technology for social impact.

During the discussion, NPOs were asked to share their biggest technology challenges. There appeared to be consensus among the participants that werepresent with regards to the need for recommendations of software and systems that are appropriate for small organizations in Vietnam. Technology needed ranged from safe document storage to effective database, project and financial management software to reliable communications technology. Although discussion participants all spoke English they cited a need for available software and systems to be translated into Vietnamese so their colleagues could learn how to use new technology as well. When asked, there was debate as to whether TSA should focus its support services on the needs of the smallest NPOs in Vietnam or whether it should focus on the more developed organizations. Most participants agreed that services to both are needed but perhaps a more careful study of technology needs among NPOs is in order. TSA offered to help LIN identify a survey template and participants offered to help complete and disseminate the survey to their partners.

Separately from the roundtable, TSA also spoke, individually, with representatives from two NPO partners - Mai Am Thien An and Ceporer Hoc Mon to learn how each one currently uses technology and how they might like to use technology in the future.

STAY TUNED... TechSoupAsia is tentatively scheduled to announce it's presence in Vietnam on 30 May 2013 in both Hanoi and HCMC. As part of that launch, a survey of technology needs will be disseminated and we will look forward to the feedback of our partners and friends who are working with NPOs in Vietnam!

TechSoupAsia is a collaborative venture between TechSoup Global and its partner network, including Connecting Up in Australia and the Hong Kong Council of Social Services. The organization is working to deliver technology and other capacity development resources to NGO's and civil society organizations in the Asia Pacific region, focusing on the following three areas:

- Technology Assistance – Offering donated or discounted technology products to the NGO sector in Southeast Asia.
- Data Services: Increasing the accessibility of data about NGOs to improve transparency and the flow of needed resources.
- Facilitating Collaboration: Connecting those using technology innovatively to address social challenges.



Organizational Leadership – 12 & 13 April 2013

HCMC, 25 April 2013 - Most if not all local NPOs within LIN's network rarely have the opportunity to participate in training on organizational leadership. For the past few years, LIN recognized this need and wanted to support local NPO leaders with the practical and observable skills found in an effective leader. LIN was fortunate to collaborate with an experienced trainer and leader, Ms. Jessica Lu who has been working in Vietnam since 1997 and most recently as Managing Consultant to Towers Watson Vietnam until she retired in 2012.



On 12 and 13 of April, LIN organized a one and half-day participatory workshop to provide both management theory and practical approaches to guide NPO leaders to move beyond just management of their staff. 22 senior staff from 22 NPOs with a wide span of leadership experience participated in this exciting workshop. NPO leaders learned the differences between what makes an effective leader and what a manager can do to motivate and help their staff develop. Above all skills considered necessary to be an effective leader, people skills are most critical.

Ms. Lu gave practical examples while also encouraging group discussions amongst NPO leaders so they can network and share their experiences on leadership. Continuing with the desire to move NPO leaders beyond managing staff, Ms. Lu used a video to illustrate her

point that if we use practical coaching methods to drive the best performance possible from our staff, they will also believe in their own abilities and strive further for themselves, the leader and the organization. NPO leaders also observed a helpful example demonstrated by Ms. Lu and Ms. Ngoc Bich on how to instill motivation within their organizations. Both trainers used their real life situations to bring across the concept that coaching is not a far reaching idea but can be brought "closer to home" through empathetic listening and speaking positively to help staff reach their full potential.

The groups were frequently asked to give thoughts and feedback on how they could apply learning from what to do and not to do as a manager/leader and how to adjust their thinking about motivation, particularly within the Vietnam context when managers/leaders are not used to being direct with staff. Using the GROW method of coaching, which stands for Goal, Current Reality, Options (or Obstacles), and Will (or Way Forward), the trainers demonstrated how to effectively coach or mentor staff to plan their journey towards personal or professional development.

"I really like this training because the contents are good, the trainers give real examples and solutions which are easy to understand and learn. The participatory methods they use are effective which make people participate and share their experience." **Ms. Duong Phuong Hanh**, Director of CED shared

At the end of the one and half-day workshop, reaction from NPO leaders were quite positive and both LIN and the trainers were hopeful that participants will go back to their NPOs with a renewed sense of leadership potential. LIN hopes to have further opportunities to train and/or support networking and sharing on this very important topic for local NPOs. LIN encouraged NPO leaders to keep up the positive atmosphere created at the workshop and continue sharing and networking amongst each other to draw from their vast experience to further the sector.

"I am impressed with the participants today. They are good learners and ask many questions. I hope they remember the contents of this training and apply in their work. So that they not only become a good manager but also a good leader who understand and motivate their staff. I hope they also practice the skills introduced in the video clip I shared. And in the real situation, they have an opportunity to develop their staff instead of showing their staff's mistakes" shared by Ms. **Jessica Lu**, facilitator of this training course.

LIN Center



What's new at LIN's Second Chance Store?



HCMM, 15 April 2013 - LIN's Second Chance Store welcomed nearly 100 customers to the fifth sale event on Sunday, 14 April at LIN Community Center.

Thanks to the suggestions of Design4Good, a group of volunteer designers, the store's layout were improved. Each customer was handed an Asian Tigers bag upon entering the store to use as shopping bag.

Clothes (women tops, dress, and skirts) were hung on six racks in the middle of the room, while shoes, hand-bags, and children clothes and toys were displayed along the wall. A corner of the room was dedicated to jeans donated by Levi's. The two win-

dow frames were used to put more clothes (men tops and blazers).

The back room was served as a mini bookstore WHERE Customers enjoyed browsing the books in a quiet room. As a small incentive, LIN gave out a pack of green tea bottles (donated by Tan Hiep Phat) to customers who brought their own bags. The Asian Tigers bags were returned to the store to use for next events.

The A/C did a great job in cooling down the store, making it a pleasant and enjoyable experience for all customers and volunteers at the store. The changes proved effective in helping customers to feel more comfortable shopping at the store. One customer wrote on the store's facebook "I enjoyed shopping in a room with A/C this morning, I bought nice skirts and even had a bottle of green tea to bring home." Customers were also pleased with the store volunteers' helpfulness and friendliness. Ngoc Mai, a customer, wrote on her facebook "Today I bought quite a few items. The volunteers at LIN were very nice."

A total of 10.5 million VND was raised from the sale event. This amount will cover the store's operation cost and invest in LIN's programs to help build capacity for local NPOs. We look forward to the community's feedback to improve Second Chance Store. The next sale event is scheduled on 19 May 2013. LIN is grateful for on-going support to Second Chance Store from **Asian Tigers, Melchers, VINO**, and other donors.

Visit the store's facebook : <http://www.facebook.com/cohoithuhai>

LIN Center

Donors' Corner



Housewarming for LIN Supporters, Party for a Cause

HCMC, 11 April 2013 – Almost 40 LIN supporters, Board and staff beat the heavy rain, and came together for a nice and very cozy evening. The guests had an opportunity to network, get to know LIN Board and staff a little better, and tour the newly opened LIN Community Center.



The evening kicked off with a Trivia game, which tested the guests' knowledge of LIN's history and work. Following the game, Dana Doan, LIN's Strategic Advisor, shared LIN's major successes in 2012, and our dreams and goals for 2013 and 2014. The evening's culmination was an award ceremony, led by Ms. Nguyen Tran Hoang Anh, Chairwoman of LIN Board of Directors, and Prof. Ha Xuan Trung, Member of LIN Board of Advisers. Each of the guests received a small token recognizing their contribution to LIN's work and achievements.

And a lot was achieved! In 2012 alone, we gained 26 new NPO partners, matched 32 skilled volunteers with local NPOs, provided free training to 606 NPO staff, and directed over \$80.000 to programs supporting disadvantaged people in HCMC. All of these achievements, including opening LIN Community Center, also belong to our wonderful Donors, Board Members, Skilled Volunteers, and Partners! Without the trust and support of responsible and thoughtful individuals like LIN's supporters it is impossible to build a strong and just society where everyone has equal access to opportunities and where local people come together to solve local problems.

The evening's atmosphere was very warm and family-like, and even after the lights went out due to a surprise blackout, many stayed on and enjoyed a nice chat in candle lit Center! All of us at LIN sincerely hope that partnership with each and every of our supporters will continue and grow even stronger in the future, and that together we will keep making HCMC a better place!

For more photos from the event, visit our [Facebook](#) page

Sponsors of Housewarming for LIN Supporters:



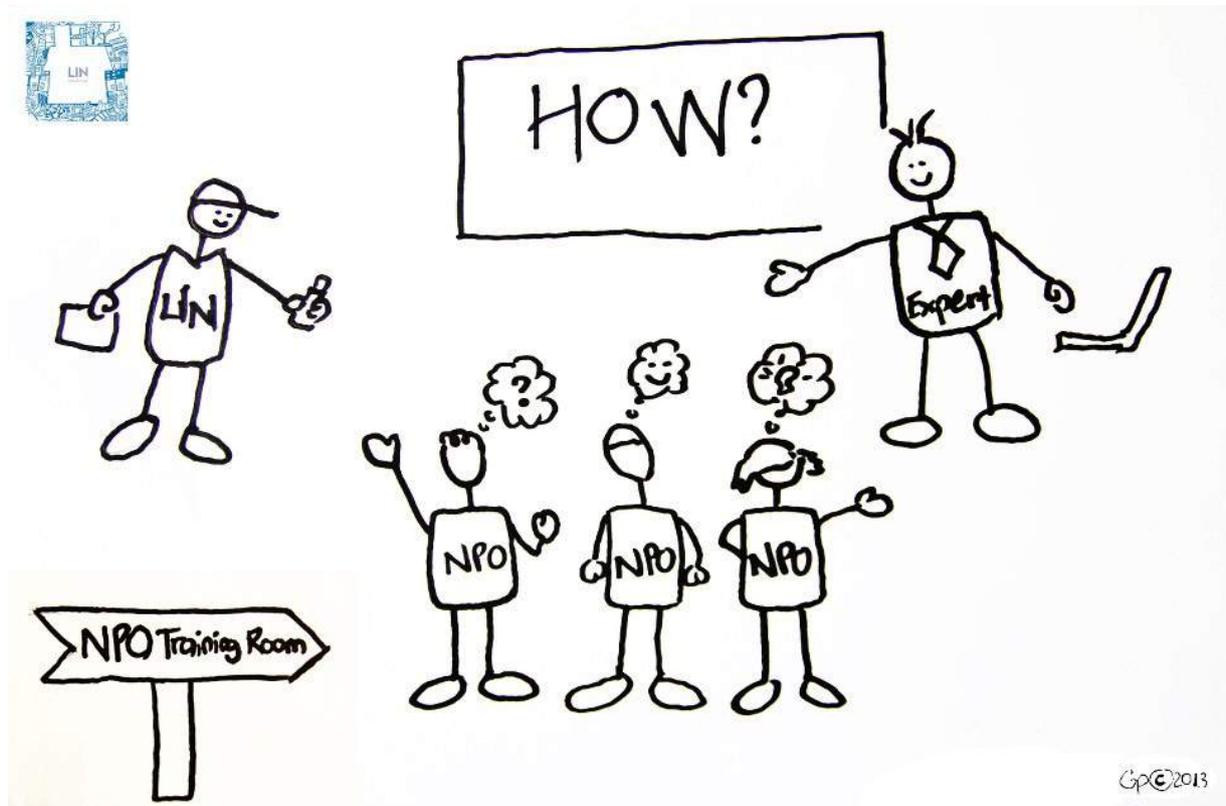
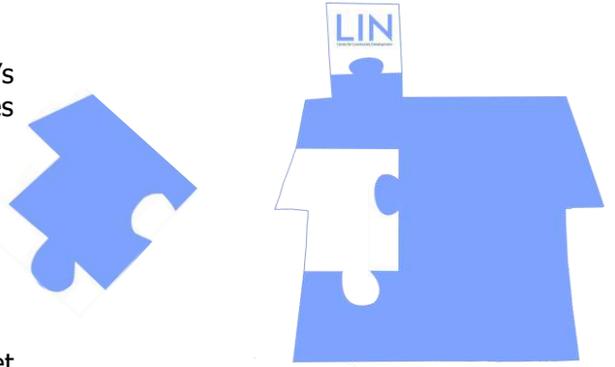


Trip to LIN Community Center

LIN Community Center was officially opened on March 9 (<https://www.youtube.com/watch?v=I1G7OAX59LA>). Together, let's learn about different rooms at LIN Community Center and the services each room provides ;)

The first one is NPO Training Room. This is where LIN staff and Volunteer Experts hold workshops and offer personal consultations to the staff of NPOs to help them become better at managing their organizations, at raising funds, and at telling their story to you.

Want to get more information about this room and how you can get engaged? Please visit: <https://lincenter.wordpress.com/lins-community-center-2/> and visit NPO Training Room. And follow us on [Facebook](#) to learn about other Rooms at LIN Community Center and how YOU can help make our city better!



Adopt a Room at LIN Community Center!

If you feel strongly about one of LIN's services and would like support it, consider Adopting a Room at LIN Community Center. See detailed description of each Room on our [Blog](#).



In March 2013, LIN Center for Community Development opened a Community Center to support the important work of not-for-profit organizations, skilled volunteers and philanthropists. LIN would like to thank the following generous institutions and individuals who helped us expand and improve our services to the residents of Ho Chi Minh City in 2012 and 2013:

Key Institutional Donors:

| | | |
|--|--|-------------------------------------|
| Annam Group Vietnam | Global Vietnamese Women's Network | Shiseido Cosmetics Vietnam Co., Ltd |
| Anphabe JSC | Golden Hearts JSC | Social Development Training Center |
| Asian Tigers Mobility | Grant Thornton (Vietnam) Ltd. | Sudest-Đôngnam Production |
| Anam QT Spa | Halong Phoenix Cruiser | T&A Ogilvy, Vietnam |
| Austin Home | HeartSaysFreeMove (SSIS) | Talisman Energy Inc. Vietnam |
| Australian Chamber of Commerce Vietnam | Horizon Capital Advisers | Tan Hiep Phat Group |
| Báo Phụ Nữ Online | International Management Initiative for Vietnam (IMIV) | TBWA Group Vietnam |
| Báo Thanh Niên | Indochine Park Tower/Knight Frank | The AI Fresco's Group Vietnam |
| Barbecue Garden | Intel Corporation | The Asia Foundation |
| Ben Thanh Art & Frame | Irish Aid, Embassy of Ireland | The Word HCMC |
| Better Work Vietnam | Judith Carey Zesiger Family Foundation | Trường Đại học Hoa Sen |
| BONIVA | Justice Initiative Facilitation Fund | Tuổi Trẻ Daily |
| BrandMaker | Khai Vy Corporation | Tuổi Trẻ English |
| C. Melchers GmbH & Co. Vietnam | L'APOTHIQUAIRE | UN Volunteers Viet Nam |
| Canadian Chamber of Commerce Vietnam | L'USINE | Network Girls |
| Care International in Vietnam | Levi's | Viet Thai International JSC |
| Center for Studies & Applied Sciences in Gender, Family, Women & Adolescents | Life Art | Viivue |
| Centre for Social Initiatives Promotion | Mariposa and Golden Light Investment Trading Co., Ltd | VinaCapital Foundation |
| Charity Cabaret Committee | MM Soft | Vinausteel Ltd. |
| CIMIGO | MobiVÍ | VINO |
| Clover 4 Leaf | Nike Vietnam | WISE Philanthropy Advisors |
| Coca-Cola Southeast Asia Inc. | Nokia Vietnam | Wrap & Roll |
| ERC Institute Vietnam | OUT-2 | Xu Corporation |
| Ernst & Young Vietnam | Park Hyatt Saigon | YKVN |
| Event Channel | Pepsico Vietnam | Yves Rocher Vietnam |
| EXOTISSIMO TRAVEL VIETNAM | Quỹ học bổng Huỳnh Tấn Phát | |
| Fine Wines | Research Center for Management and Sustainable Development | |
| Global Integration Business Consultants | RMIT International University Vietnam | |
| Give2Asia | Russin & Vecchi LLC | |
| Global Fund for Community Foundations | Saigon Times Daily | |
| | Saigontourist | |

Key Individual donors

| | | |
|---------------------------|---------------------------|-------------------------|
| Anonymous | Bà Đặng Thị Ngọc Dung | Bà Tram Do |
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| TS. Lê Thị Bằng Tâm | Bà Đỗ Thị Như Tâm | Bà Trần Ngọc Trân |
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| Ông Do Quang Vu | Bà Hui Woon Tan | Bà Trần Thị Thanh Hương |
| Ông Đoàn Mạnh Khâm | Bà Kate Anderson | Bà Tran Thu Tham |
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| Ông Lâm Bảo Quang | Bà Lam Quynh Anh | TS. Mark Sidel |
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| Ông Phạm Thanh Van | Bà Ngô Quynh Như | |
| Ông Phạm Vu Hoang Giang | Bà Ngo Tu Nghi | |
| Ông Tony Ngo | Bà Nguyen Thi Thanh Truc | |
| Ông Truong Vinh | Bà Nguyen Thi Tuong Giang | |
| Bà Alexis Howerton | Bà Nguyễn Thu Hà | |
| Bà Anya Kuznetsova | Bà Nguyễn Trần Hoàng Anh | |
| Bà Catherine Walter | Bà Phạm Thanh Thuy Vy | |
| Bà Chi Thi Linh Nguyen | Bà Phạm Thị Thanh Hang | |
| Bà Dana R. H. Doan | Bà Quynh An Nguyen | |

Upcoming Events



NPO Advisory Group Meeting

Thursday, 23 May 2013

Background

The NPO Advisory Group aims to help LIN bring better, more targeted support services to the not-for-profit community in HCMC. The group, which includes representatives from HCMC based NPOs, will meet with the LIN team, every other month, to provide feedback and advice on LIN services, events and programs. Feedback from the advisory group will help to inform LIN's workplan and ensure that LIN services meet the needs and expectations of our stakeholders.

NPO staff from partner organizations are welcome to join the NPO Advisory Group. In addition, we welcome local NPO Advisors and Experts. Please contact Mr. Son at: son@LINvn.org or [\(84 8\) 35120092](tel:84835120092) if you would like to participate in this meeting or have any questions about this group. (Note: meetings will be conducted in Vietnamese.)

Topic: What is NPO Transparency?

Objectives

Join this meeting, you will have opportunity to:

- Understand clearly on NPO Transparency;
- Learn a case study on NPO Transparency;
- Share your ideas and debates on NPO transparency; and
- Meet and connect with NPO experts.

Date and Time: 09h00 – 11h00 a.m., Thursday 23 May 2013

Venue: LIN Community Center (*LIN office*)
180/47 Nguyen Huu Canh, W.22, Binh Thanh District, HCMC

RSVP: Please email LIN team at npo@LINvn.org or call us at [\(84 8\) 35120092](tel:84835120092)

*LIN would like to thank **Research Centre for Management and Sustainable Development (MSD)** to support this meeting under the project on Transparency and Accountability funded by Irish Aid.*



Irish Aid

Department of Foreign Affairs
An Roinn Gnóthaí Eachtracha



NPO Opportunities



The Asia Pacific Conference on Public Health 21-22/11/2013

The Asia Pacific Conference on Public Health is convened annually. In 2013, the Vietnam Public Health Association (VPHA) will be the host of the 4th Asia Pacific Conference on Public Health from 21 – 22 November, 2013 in Nha Trang.

The theme for the Conference is "**Climate change and Population Health**".

All World Federation of Public Health Associations (WFPHA) members, VPHA members, scientists, individuals and organizations in and out of Vietnam interested in the field are kindly invited to participate in the Conference. Presentations of scientific researches, training programs and community-based intervention models are welcome.

On-line registration and abstract submission can be made through the Conference website: www.apcphvn2013.com

Please see the conference brochure or download it from the link: <http://apcphvn2013.com/images/apcphvn2013.pdf>

For Further Information, please contact: Vietnam Public Health Association, 138 Giang Vo st, Ha Noi, Vietnam.

Email: apcphvn2013@apcphvn2013.com

Nha Trang is one of the most important tourist hubs of Viet Nam, thanks to its beautiful beaches with fine and clean sand and the clear ocean water with mild temperatures all year round. Nha Trang has a tropical savanna climate with a lengthy dry season from January to August and a shorter wet season from September to December. The city is located on the beautiful Nha Trang bay, which was chosen by Travel and Leisure in two succeeding years as one of 29 most beautiful bays in the world.

TOURIST ATTRACTIONS:

- Vinpearl Land
- San Beach
- Silkworm Island
- Bamboo Island
- Po Nagar Tower – a Champa Tower
- Long Son Pagoda – (literal: White Buddha Pagoda)
- NhaTrang Oceanography Institute
- Mountain Church
- NhaTrang Pasteur Institute

Vietnam Public Health Association
Address: 138 Giang Vo street, Ba Dinh district, Ha Noi city, Viet Nam.
Tel: (84 4) 62662348
Fax: (84 4) 37366265
Email: vpha@vpha.org.vn
Website: www.vpha.org.vn
Facebook: <http://www.facebook.com/vpha.secretariat>

THE 4th ASIA PACIFIC CONFERENCE ON PUBLIC HEALTH
<http://www.apcphvn2013.com>

"Climate Change and Population Health"
November 21 - 22, 2013
Nha Trang, Viet Nam

Important deadlines and dates

| | |
|-------------------------|--|
| January 15, 2013: | Registration and abstract submission open |
| June 30, 2013: | Abstract submission close |
| July 31, 2013: | Notification of accepted presentations by the organizing committee |
| August 15, 2013: | Earlybird registration close |
| August 31, 2013: | Notification of conference agenda |
| October 15, 2013: | PowerPoint presentation or Poster submission close |
| November 21 - 22, 2013: | The 4 th Asia Pacific Conference on Public Health |



NPO Forum: Share and Connect

In order to help NPOs have an official channel where they can share experience and necessary information to develop organizations, LIN Center and some friends come from the not-for-profit sector would like to introduce "NPO Forum" to NPO community. This forum is set for skilled individuals and organizations working for the not-for-profit and community development sector in Vietnam.

Objectives of the forum include:

- Create a space for practitioners, experts and scholars, in a serious way, to exchange information and knowledge of the issues involved in the not-for-profit organization (NPO), non-government organization (NGO), philanthropy and community development sector in Vietnam.
- Connect practitioners, NPO managers and leaders from the NPO/NGO and community development sector in Vietnam. Through this forum, the members have an opportunity to know each other, and thus being able to work together in collaboration.

The content is published to everyone. However, only can member join to discuss. To become a member of the forum, please email to npo@LINvn.org. The basic criteria to become a member is that you can contribute to the forum by raising your ideas, feedbacks, reviews, suggestions and asking your questions, or simply reading useful information from this forum.

Members of the forum may have different academic background and experience of society development issues, from education, disabilities, environment, etc.... to project management, fundraising, social enterprise, ventures, etc.... The members are not only limited to those who are living and working in the country but also expanded to abroad students and experts who care about the community development and NPO/NGO sector in Vietnam.

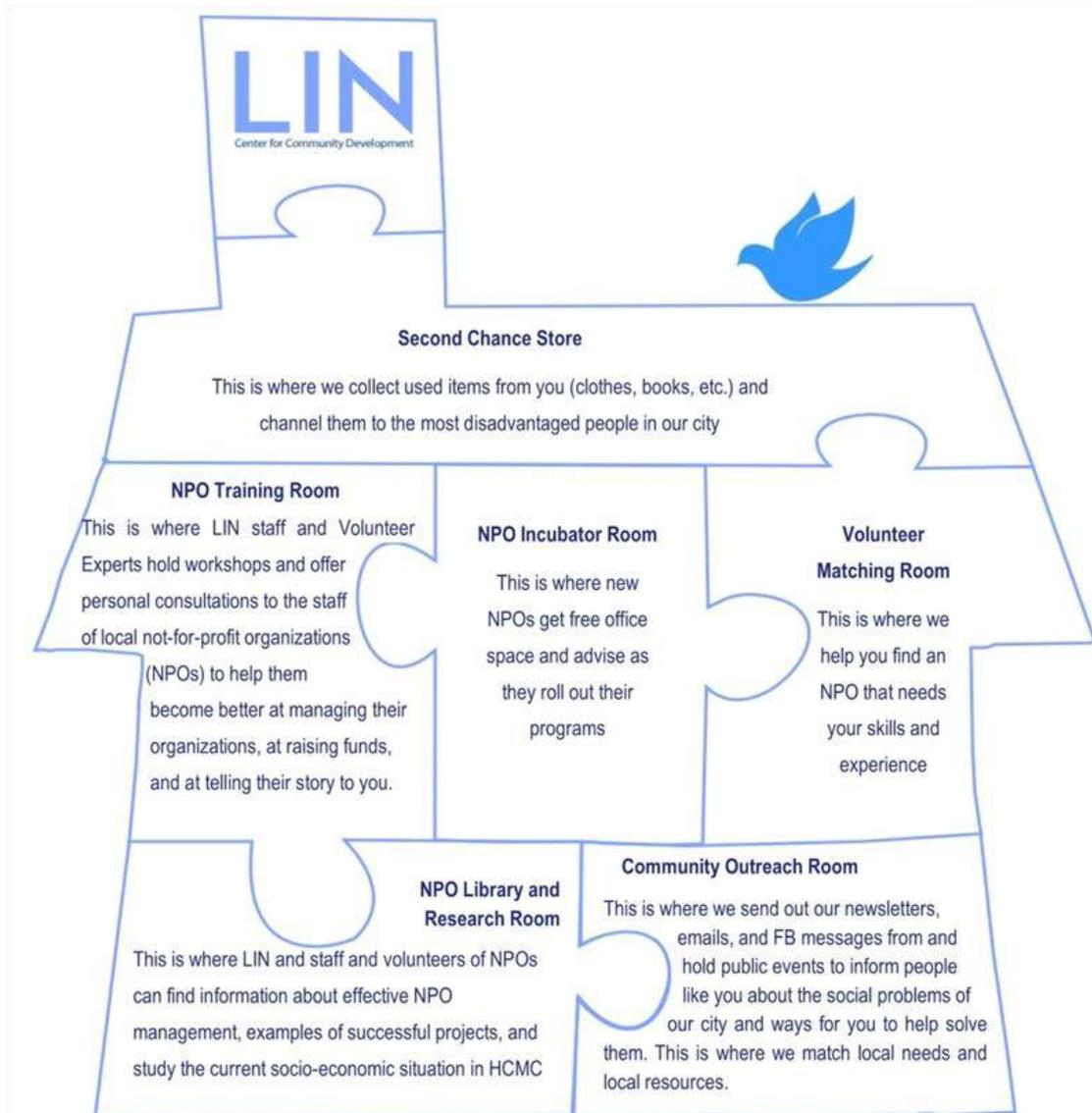
Follow the forum at: <https://groups.google.com/forum/#!forum/npo-forum>.





New services for NPO partners at LIN Community Center

After 3 years, LIN team was finally able to make true their dream: a Community Center bringing together HCMC local not-for-profit organizations, skilled volunteers, philanthropists, and all the concerned city residents for the purpose of building a stronger and better Community for us all. This visual offers you an insider's look into the Center's wide range of activities:



With the new community center, LIN will better provide NPOs with the following services:

- If your NPO wants to raise capacity and share experience with experts in many fields of organization development, LIN Center for Community Development is a place you can trust in. Please contact volunteer@LINvn.org.
- If your NPO needs to organize a seminar/workshop/meeting/indoor exhibition..., you can borrow rent-free rooms or rented ones (outside working hours) with a low cost. LIN team hope that this new service will help NPOs reduce the burden of rental to do activities. Please read [Rooms borrow/rent rules](#) and send the registration to npo@LINvn.org or thu@LINvn.org.
- If your NPO is in progress of building and developing but has yet to get enough conditions to have a workplace as well as office equipment, NPO Incubator room service is an accurate choice for you. NPO Incubator room is aimed to raise capacity for NPO, which will help the NPO improve the activities, accountability, popularity and recognition in this widely developing community. For more information, please read [Incubator Room](#) or contact npo@LINvn.org or son@LINvn.org.

NPO Networking



NPO-INGO Happy Hour in HCMC

HCMC 24 April 2013 - LIN Center for Community Development teamed up with Ms. Van Ly, Regional Communications & Development Manager at East Meets West Foundation to organize a monthly NPO-INGO Happy Hour event in HCMC on 24 April 2013 with over 70 participants. The event sought to bring together individuals working with local and international not-for-profit organizations to share ideas and best practices, to commiserate about the challenges they face and/or to just have some fun with like-minded people.

From participants' feedback of the March event, the organizers hosted the event in a bigger place and this made the networking more valuable. The event began with the presentation on networking tips from Ms. Van Ly, she had many years to connect and network with donors and friends. The presentation helped the newcomers who were shy with networking, having more skilled and knowledge of effective networking.

After that Ms. Anya, LIN Fundraising Coordinator, gathered participants to play Bingo, a great game to encourage effective networking. The game opened the opportunity for people to make friends. Below was the pictures of 2 last events:



NPO Resources



Salary negotiation — two approaches

Anyone out there wish they earned more? For all the lame jokes about nonprofit compensation being ridiculously low and in spite of the “scarcity mentality” that too many nonprofit professionals still embrace, it is actually possible for you to explore—yes, even negotiate—a better salary.

First, let’s look at some considerations if you are currently working in a position at a nonprofit.

- 1 — Know specifically what you want out of the negotiation. Do you want a particular promotion that includes more job responsibilities, *or do you simply want more money and/or greater decision-making power for what you are already doing?*
- 2 — If you think you should be paid more, you need to prove it. Determine your specific value to the organization by doing an in-depth personal job inventory. *This is an objective analysis of your contribution to the organization as well as a realistic appraisal of your strengths and weaknesses.*
- 3 — Compare your salary to what other people are paid in your industry and in other organizations like yours. Talk to friends and acquaintances who work for like-minded nonprofits of a similar size—i.e., your competitors.
- 4 — Consider your employer’s wants, needs, and concerns. Visualize a giant backboard with a line down the middle – your needs on one side and the organization’s needs on the other. *Consider how you can better meet their specific needs and the organization’s mission.*
- 5 — Focus on your value, not your need. Don’t discuss why you need the raise (high house payment, kids in college, etc.) *You get a raise because you are worth it, not because you need the money.*
- 6 — Regard asking for a raise as a measure of self-respect. Most bosses are not offended that you feel you should be better paid, and some give you points for it.
- 7 — Have a fallback plan. Define some secondary goals if your primary goal can’t be met. For example, if a raise just isn’t possible, negotiate for what you consider the next best thing that would make you more satisfied with your job, such as flex time or a one-time bonus.

(Continue on next page ->)





Salary negotiation — two approaches (cont)

Meanwhile, if you're a final candidate for a new position rather than an existing employee asking for an increase, here are some thoughts.

- 1 — Don't be too specific about how much money you want. Consider salary negotiations to be like a poker game. You would prefer that the other party make the first move. If you do have to state a figure, give a range that reflects market value. *That gives both sides a little leeway for compromise.*
- 2 — The most telling and confining aspect is the culture and current salary levels of the current employees at the nonprofit, and their established budget. Research what they are offering for other positions they are recruiting for, and consider their overall culture, before you decide on what to ask for.
- 3 — There are many salary surveys of the nonprofit sector, but in the end these numbers give us little guidance because they are a rough outline *and cannot take into consideration the life cycle, health and history of a given nonprofit.*
- 4 — It is OK to ask what the salary range is, but do not ask this question until they bring up the topic of what salary you are seeking. *Asking this too early is a big turn off for a prospective employer that may not yet know if they are interested in you.*
- 5 — Remember that your offer is probably going to be more about the nonprofit than it is about you. Most finalists for jobs concentrate too much on their own experience level and on the market. Though both of these items are most important to us as the job seeker, *they are not the most influential aspect controlling nonprofit job salaries and offers.*
- 6 — Never ask for more than 15% over your most recent salary unless the position carries significantly more responsibilities and you can justify it.
- 7 — Organizations are always trying balance the responsibilities of the position and the pay offered, but many times feel that they cannot offer what is required because to do so would also require them to increase salaries for everyone in the department or organization, which would put a large dent in their established budget.
- 8 — Too often, when it comes to the salary that a nonprofit organization decides to offer, they base it on their fixed budget and the other staff they already have in place. *If the organization is currently paying under market for their current staff members, you should also expect your offer to be the same unless you bring significant additional established value or expertise.*

Why wait for a salary negotiation to prepare a candid SWOT of yourself? List your professional strengths, weaknesses, opportunities, and threats — and see if this exercise in reflection doesn't give you some valuable insights. We predict you'll be glad you did.

Our thanks for suggesting this TIP (and providing excellent reference material) to Judith S. McClure, PhD., and the Colorado office of 9to5, the National Association of Working Women (www.9to5colorado.org).

See more at: <http://richardmale.com/salary-negotiation-two-approaches/#sthash.MU9s2vIC.dpuf>

About LIN

LIN serves grassroots not-for-profit organizations and individual and corporate philanthropists located in and around Ho Chi Minh City, Viet Nam. In addition to providing direct support to local not-for-profit organizations, LIN also serves as a vehicle through which donors can effectively contribute their knowledge, energy and resources to support these NPOs. In our effort to help local people to meet local needs, LIN aims to advance a more efficient and responsive philanthropic environment and strengthen the communities in which we live and work.



LIN's Vision

A Vietnamese society where all members are respected and supported to have equal access to opportunities.

LIN's Mission

To foster a culture of philanthropy and social responsibility by providing support services to local not-for-profit organizations, skilled volunteers and donors that are committed to building strong communities.

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LIN

*Helping local people
meet local needs*

