

“OrgSupport has increased efficiency and professionalism for the West Olympia Business Association. Because of the great work OrgSupport continues to do for us, we have grown our membership and increased our presence in the community. We are now able to focus on goals and priorities, instead of day-to-day operational tasks.”

West Olympia Business Association

“OrgSupport has increased our organizational capacity. We have a large and diverse membership across the state and we feel confident in the professionalism OrgSupport brings to our work on behalf of the wine industry.”

Washington Wine Institute

“Ballet Northwest has found a great partner with OrgSupport. BNW members, dancers, and audiences benefit from our efficiently run day-to-day operations.”

Ballet Northwest

“The Hoquiam Business Association has grown our membership, increased outreach, and improved our communication all with OrgSupport’s help. Their friendly staff fit right in with the businesspeople of Hometown Hoquiam – the friendliest city!”

Hoquiam Business Association

“The marketing program at the Washington Center was revitalized with OrgSupport’s leadership. Their established media relationships ensured us high visibility and great coverage.”

Washington Center for the Performing Arts

OrgSupport handles the burden of day-to-day administration for our clients.

- Board Support
- Membership Management
- Document Creation
- Bookkeeping
- Compliance
- Website
- Marketing
- Graphic Design
- Event Management
- General Help

We enable Board members, executive directors, and volunteers to focus on policy, strategic initiatives, lobbying, and fundraising. We increase Board satisfaction and member retention, and your constituents will see a more professional outward appearance.

We deliver outstanding service at a reasonable cost. OrgSupport offers full-time, professional services for the cost of part-time help. You enjoy the benefits of committed, knowledgeable people, without the added burden of paperwork, taxes, and expensive employment benefits. All of the services through OrgSupport are available for a flat monthly fee.

Call or email to discuss how OrgSupport can help your organization. We will respond to your request for additional information or a presentation at your next Board meeting.



ORGSUPPORT L
L
C
HELPING ORGANIZATIONS HELP THEMSELVES

Info@OrgSupport.com
360-753-7442 • www.OrgSupport.com

Info@OrgSupport.com
360-753-7442 • www.OrgSupport.com

OrgSupport Increases Organizational Effectiveness

Providing boards and executive directors with the services they need to move organizations toward long-term sustainability and growth.

Membership Management

OrgSupport manages your membership and donor needs via database, invoicing, and system maintenance.

Communications

We facilitate communication among your Board, constituents, members, and staff. We schedule your meetings, call for rsvp's, and ensure your Board has the information they need.

Meeting Coordination

OrgSupport handles Board & committee meeting coordination and preparation including attendee announcements, meeting minutes, and maintaining an archive of all documents.

Mail & Telephone

We will professionally and courteously handle your day-to-day mail, telephone, and email providing you with a full-time presence. We can provide a unique phone number for your use and answer your general inquiries. We also manage bulk mail needs.

Archives

We support a paperless environment where all your archives are organized, accessible, and secure. Document retention is based on a consistent document and records retention policy.

Bookkeeping

We work with your treasurer or executive director to maintain your accounting records, including budget development, payroll, payables and receivables, financial reporting, membership transactions, donations, invoicing, and much more.

Document Creation

Our regular services include agenda setting, creating Board packets, maintaining databases, and composing policies, bylaws, and protocols.

Compliance

OrgSupport keeps you compliant with local, state, and federal requirements.

Problem Solving

When issues arise for our clients we make every effort to address them. At OrgSupport we research, identify, and apply solutions to solve client problems.

General Help

OrgSupport provides ad-hoc support that is unique to each organization. We work to understand your vision, mission, people, and unique needs, and we provide the services that enable you to focus, grow, and succeed.

Website

Website updates happen quickly – from announcements, calendars, pictures, member lists, and more – OrgSupport will support minor changes or total site rebuilds.

Marketing

We have extensive relationships with local media and community groups who can bring awareness and exposure to your organization, utilizing traditional advertisement, targeted promotions, and social media.

Graphic Design

We work with your Board to ensure you have a robust graphic identity program across all your external points of communication. We will manage the design creation and review process.

Event Management

OrgSupport will help manage your next function, from a small appreciation luncheon to a large benefit Gala. Our staff can provide the framework to plan and execute a successful event.

Security

We will work with your Board to protect your resources are safe from fraud and misuse. We adhere to consistent retention, archiving and naming policies to keep your data organized and secure.