

Nonprofit skills

COMPETENCY MODEL

to create well rounded, empowered young leaders for Austin's social sector.

In Austin's growing social sector, what does it take to be a well-rounded, competent nonprofit leader?

After surveying and interviewing roughly 80 nonprofit executives and managers from different nonprofit fields, YNPN Austin has used the community's feedback to provide a framework of necessary skills and abilities catered to the unique needs of the Austin nonprofit community. By building on the four competency areas (Self-Management, Communication & Relationship Management, Professional Skills and Nonprofit Competence), young professionals will have the necessary skill sets to excel professionally and personally. These skills are meant to be universal and are applicable to any young professional in the social, public, or private sector.

YNPN Austin will use the Competency Model as the foundation and guide for our professional development and educational programming.

Self-Management	Communication & Relationship Management	Professional Skills	Nonprofit Competence
Flexibility and adaptability	Written & verbal communication	Social media / marketing	Board Governance
Emotional intelligence (EI)	Active listening	Data analytics	Fundraising
Work/life integration & time management	Facilitation & conflict management	Computer literacy	Financial literacy
Equity, diversity & inclusion (EDI)	Courageous conversations	Leading others & managing up	Advocacy
Professionalism	Relationship building (networking)		Project management

Skillset descriptions

COMPETENCY MODEL



Self Management

Flexibility & Adaptability: The ability to be responsive to varying situations and personalities

Emotional Intelligence: The capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships.

Work/Life Integration and Time Management: Understanding your limits and having the ability to create healthy balance and excel in productivity

Equity, Diversity, and Inclusion: Personal commitment to the values of creating an equitable, diverse, and inclusive work environment and social sector.

Professionalism: Integrating and understanding of your work environment and how to progress professionally

Communication & Relationship Management

Written and Verbal Communication: Clearly and effectively communicate at all levels of literacy.

Active Listening: Active process of making a conscious decision to listen and understand the message of the speaker; requires the use of all your senses

Courageous Conversations: Giving and receiving feedback, negotiation, resolving conflict in environments of high stakes and high emotions.

Relationship Building: Includes the ability to network and create meaningful relationships that promote teamwork, collaboration, and partnership

Facilitation and Conflict Management: The ability to manage the interpersonal dynamics of groups and individuals within the workplace

Professional Skills

Social Media Marketing: Using social media platforms for professional purposes

Data Analytics: Understanding the value of data and the ability to analyze and interpret data in context

Computer Literacy: Ability to use a variety of current technological softwares and devices in a professional capacity

Leading Others and Managing Up: Motivating and inspiring others, including those that do not report to you

Project Management: The process of supervising, delegating and organizing a project and a team.

Nonprofit Competence

Board Governance: Understanding the role of nonprofit boards, the policies, systems, and structures, and how to effectively advance the mission as a board member

Fundraising: Identifying, soliciting, tracking and stewarding charitable relationships and funds that sustain a nonprofit organization

Financial Literacy: Understanding, developing, and monitoring budgets and understanding financial sustainability within nonprofits

Advocacy: Seek to influence outcomes affecting the lives of the people served by your mission (through public policy)

Strategic Planning: The process of defining the strategy and direction of an organization's mission, making decisions on allocating its resources to realize the goals and mission