



NONPROFIT OPERATIONS CONSULTING

Growing sustainable nonprofit business operations.

My passion is bringing my 20+ years of director-level experience to small and medium sized nonprofit organizations, ensuring that they develop and sustain clear and effective operations practices and create solid foundations for programs to grow on.

FINANCE

- bookkeeping best practices
- annual audit preparation
- revenue recognition and expense allocations
- fund-based accounting and restricted gift tracking
- periodic and board reporting
- annual budgets and forecasting
- grant preparation, reporting
- development collaboration, storytelling through finance

HUMAN RESOURCES

- payroll processes
- handbook and other policy development
- job descriptions and classifications

OPERATIONS

- systems/tools for effective and inexpensive solutions
- IT reviews and recommendations
- optimizing procurement, other admin functions

HOURLY RATE \$125

project and ongoing service pricing available

SARA GREEN WILLIAMS

saragreenwilliams@gmail.com
(425) 686-8390 | text/voice