



#### NAVIGATING THROUGH UNCERTAINTY.....

- Review your overhead costs. Don't be afraid to ask your landlord, copy lease holder, IT contractor, etc. to defer their fees for one to two months. It will benefit them in the end.
- What are nonessential things you can pause today? You don't need cleaning services, water delivery, etc. if you are not in the office.
- Think long-term. Do you have employees whose jobs are not conducive to remote work? Though it may be hard to do, the organization will more likely be able to afford to bring them back when the economy turns around if you lay them off while cash flow cannot sustain full-employment levels. Be unbiased, honest, and open with your employees. Our entire country is in a "State of Emergency," which will require many hard decisions, your employees will likely understand why and hopefully they will be short-term.
- Contact your legislators via email or phone. The more they understand the impactful hardships in our own backyard, the easier it is for them to advocate. Collectively, our voices carry more weight with those who have access to the funding our industry will need when this is over.
- MOST IMPORTANT AND URGENT. Your Treasurer, Financial Committee and Board of Directors can offer guidance and assistance with cash flow management. They are the stewards of your organization, rely on their expertise. Work with them and your fiscal manager/consultant to forecast your cash flow, both short-term (6-12 weeks) and long-term (12-24 months).

#### NEXT STEPS:

- Breathe...take care of yourself and your family
- Review your budget and make necessary adjustments for the current fiscal year.
- Now is the time to review and reflect on your mission and goals. Now is the time to adjust and improve.
- Remember all the tasks that tend to get pushed to the bottom of the list, but keep you up at night. Marketing and newsletters, Program updates and materials, Connecting with your colleagues, Educating yourself on updates surrounding your industry.

#### LINKS TO RESOURCES AND RELIEF AVAILABLE FOR NON-PROFITS

<http://massnonprofitnet.org/nonprofit-resources/coronavirus-massachusetts-nonprofits/>  
<https://www.philanthropyma.org/grantmakers-philanthropic-advisors/resources/disaster-and-emergency-relief-resources>  
<https://www.councilofnonprofits.org/nonprofits-and-coronavirus-covid-19>  
<https://www.thenonproffitimes.com/foundations/cdc-foundation-has-covid-19-guidelines-for-nonprofits/>

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