

Human Resources

Estimated timeline of project: 3-4 months

Number of BVA consultants on project: 3

Potential deliverables

- Job descriptions for current and future employees
- HR policy manual/handbook
- Current state/near future state/long term state org charts
- Performance review

How to know if you're ready for a human resource project

- Your staff and board all have the capacity to fully engage with your BVA team on a 3-4-month long process.
- Staff and board are aligned on the organization's mission and future growth. Example: our next hire should be X to be able to expand X programming which speaks to our mission.
- You have an engaged Board of Directors.
- You're starting to think about the long-term success of the organization.

Background materials that your BVA team may request (if you have them)

- Current org chart
- Job Descriptions
- Budget
- List of board and staff