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**Categories of Materials in the Order They Appear in this Listing**

Fundraising, Relationship Building, Asking and Stewardship

Governing Boards, Goal Setting, Strategic Thinking, and Volunteer Management

Grant Writing

How-To Basics and Reference Materials

Inspiring Philanthropy

Leading, Mission, and Managing Teams

Local and Professional Publications/Statistical Data & Studies

Subscriptions and On-Line Resources

Town and Local Directories and Magazines

***Material Listing as of July 24, 2019***

**Fundraising, Relationship Building, Asking and Stewardship**

* A Higher Bid, Kingston
* Designs for Fundraising, Seymour
* The Generosity Network, McCrea & Walker
* The Little Book of Gold, Hanberg
* Accent on Recognition, Saying Thank You to Donors and Volunteers
* You Just Don’t Understand, Women and Men in Conversation, Tannen
* Men are From Mars, Women are From Venus, Gray
* Getting to YES, Fisher & Ury
* Nonprofit Fundraising 101, Heyman & Brenner
* Provide and Protect, Schultz
* Achieving Excellence in Fundraising
* The Seven Faces of Philanthropy, Prince & File
* Estate Planning, Robinson
* Fundraising Principles and Practice, Sargeant & Sheng
* Developing Major Gifts, Fredricks
* Fundraising Standards for Annual Giving and Campaign Reports
* Money Well Spent, Brest and Harvey
* The Successful Capital Campaign, Quigg
* Conducting a Successful Capital Campaign, Dove
* Fundraising Letter Collection-Vol 1, Sheppard
* The Complete Guide to Successful Fundraising, Yiannakis & Braunstein

 **Governing Boards, Goal Setting, Strategic Thinking, and Volunteer Management**

* The Basic Responsibilities of Nonprofit Boards
* The Board Chair Handbook
* Fundraising Realities Every Board Member Must Face, Lansdowne
* The Handbook of Nonprofit Governance
* Guide for Board Members of Charitable Organizations
* The Guide for Community Foundation Board Members
* Improving the Performance of Governing Boards, Chait, Holland & Taylor
* National Center for Nonprofit Boards - Booklets
-10 Basic Responsibilities of Nonprofit Boards
-The Chief Executive’s Role in Developing the Nonprofit Board
-Creating Strong Board-Staff Partnerships
-The Chair’s Role in Leading the Nonprofit Board
-How to Help Your Board Govern More and Manage Less
-The Board’s Role in Strategic Planning
-Financial Responsibilities of the Nonprofit Board
-Understanding Nonprofit Financial Statements
-Fund-Raising and the Nonprofit Board
-Evaluation and the Nonprofit Board
-The Role of the Board Chairperson
* The Nonprofit Policy Sampler, Lawrence & Flynn
* The Nonprofit’s Role in Maximizing Volunteer Resources, Ellis
* Recruiting a Stronger Board, BoardSource
* Financial Responsibilities of Nonprofit Boards, Lang

**Grant Writing**

* The Only Grant-Writing Book You’ll Ever Need, Karsh & Fox
* Perfect Phrases for Writing Grant Proposals, Browning
* Winning Grants Step By Step, Carlson
* Grant Writing, Quick Study Academic Quick Reference Guide
* How to Write a Non-Profit Grant Proposal, Deveraux-Nelson
* Winning Grants Step by Step, O’Neal-McElrath
* [The Foundation Center's Guide to Proposal Writing, Geever](https://www.amazon.com/gp/product/B00ZY8I4OC/ref%3Dppx_yo_dt_b_asin_title_o00_s00?ie=UTF8&psc=1)
* The Grant Writing and Funding Coach: Target and Acquire the Funds You Need, Griffiths
* The Nuts and Bolts of Grantwriting, Carr
* Grantwriting for Dummies, Browning
* The "How To" Grants Manual: Successful Grantseeking Techniques for Obtaining Private and Public Grants (the ACES Series on Higher Education)
* Getting Funded: The Complete Guide to Writing Grant Proposals, Howlett
* Grant Writing, a complete Resource for Proposal Writings, Tremore
* The Everything Grant Writing Book, Tremore

**How-To Basics and Reference Materials**

* Write for Business, Meyer, Sebranek & Van Rys
* Robert’s Rules of Order, Robert, Honemann & Balch
* Robert’s Rules of Order, Quick Study Academic Quick Reference Guide
* Publicity and Public Relations, Doty & Pincus
* Giving USA 2016 Edition
* The Complete Guide to Special Event Management, Ernst & Young
* Getting Things Done, The Art of Stress Free Productivity, Allen
* The NSFRE Fundraising Dictionary
* Nonprofit Kit for Dummies, Hutton & Phillips
* Lifetime Encyclopedia of Letters, Meyer
* Webster’s Dictionary
* Nonprofit Lifecycle, Stage Based Wisdom for Nonprofit Capacity, Stevens
* The Essence of Sponsorship, Harrington & Murray
* Special Events: Planning for Success, Harris
* The Everything Guide to Writing Copy, from Ads and Press Release to On-Air and Online Promos, Slaunwhite
* Guidebook for Directors of Nonprofit Corporations, 2nd Edition, Overton and Frey
* Ben Delaney’s Nonprofit Marketing Handbook, Delaney
* How to Form a Nonprofit Corporation, Mancuso
* Starting and Building a Nonprofit, Pakroo
* Nonprofit Meetings, Minutes and Records, Mancuso

**Inspiring Philanthropy**

* Building Communities From the Inside Out: A Path Toward Finding and Mobilizing A Communities Assets, Kretzmann & McKnight
* Giving 2.0, Arrillaga-Andreessen
* More Give to Live, Lawson
* The Ultimate Gift, Stovall
* You Can Be A Philanthropist, Clough

**Leading, Mission, and Managing Teams**

* Talk like TED, Gallo
* Leadership is an Art, Depree
* Harvard Business Review on Nonprofits
* Leadership and the One Minute Manager, Blanchard, Zigarmi & Zigarmi
* Good to Great and the Social Sector, Jim Collins
* Mission-Based Management, Brinckerhoff
* Serving Those Who Served, Meyer
* The 17 Indisputable Laws of Teamwork, Maxwell
* Good to Great, Collins
* Managing a Nonprofit Organization, Wolf
* No-Drama Leadership, Chism
* Now, Discover Your Strengths, Buckingham & Clifton
* Leading Changer, Kotter
* Linking Mission to Money, Proctor

**Local and Professional Publications/Statistical Data & Studies**

* Hartford Business Journal - Weekly
* New Britain City Journal - Weekly
* New Britain, CT 2018: Demographic, Social, and Environmental Scan, American Savings Foundation
* Overview of The Federal Tax System 2018, Joint Committee on Taxation February 2018 Study
* Planned Giving Tomorrow
* Ways To Grow, A Study of Community Foundations Serving Populations Under 250,000, COF

**Subscriptions and On-Line Resources**

* Association for Fundraising Professionals
* Board Source – website
* Chronicle of Philanthropy - Monthly
* Foundation Center website and Foundation Directory Online, a research tool to help nonprofits find the grantmakers most likely to fund their projects
* Hartford Business Journal - Weekly
* Non-Profit Quarterly - Quarterly
* The Non-Profit Times - Monthly

**Town and Local Directories and Magazines**

* Central CT Chambers of Commerce Directory
* Doing Business in CT 2017 – Published by the Hartford Business Journal
* New Britain Town Profile
* Southington Chamber of Commerce Directory
* Southington Magazine
* Town of Plainville State of the Town
* Town of Southington Annual Report
* Visitors Guide of New Britain

In addition, we have general information on the region, articles on charitable giving trends from Blackbaud-Giving USA-Philanthropy News Digest-Crescendo and others, samples of nonprofit newsletters, event invitations, and other materials available.