

# Nonprofit Admin Skills

SFDO Community Sprint - June 2021



# The problem

There are many critical skills that Nonprofit Admins need to be successful beyond the knowledge required to get Certifications.

**It can be overwhelming for Admins to know where to start.**

# The solution

- Support admins + their supervisors in forming strong Salesforce teams.
- Generate and collate best practice documentation on soft skills related to this role.

# PROJECT TIMELINE

**2019 &  
2020  
Sprints**

Project  
established and  
document  
created

**Sept  
2020  
Sprint**

Added content  
and discussed  
distribution  
possibilities for  
content

**Feb  
2021  
Sprint**

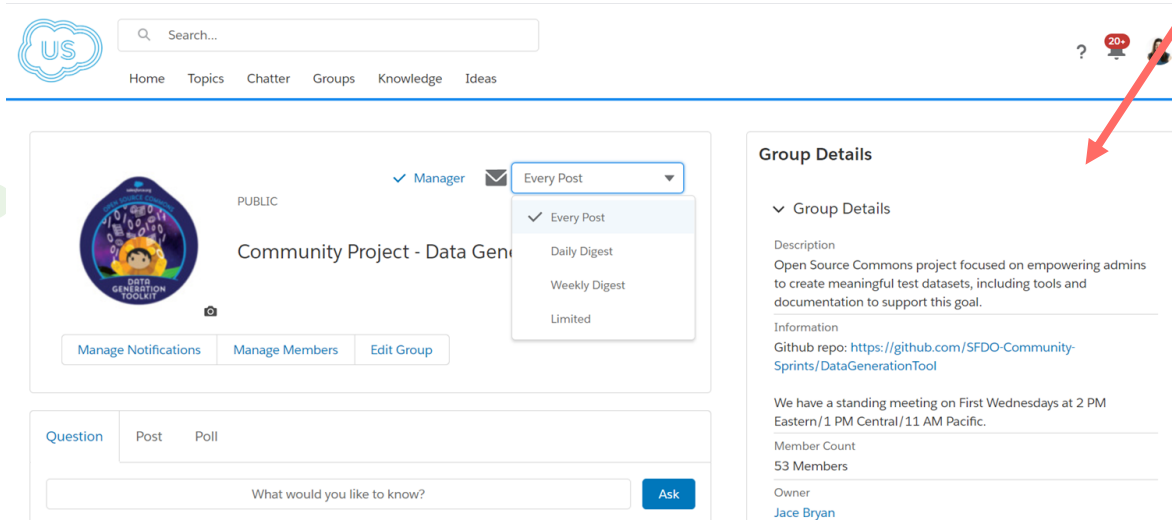
Added content  
and re-ordered  
document

**June  
2021**

We have lots of  
work to do  
together!

# Join us in the Power of Us Hub and turn group notifications “on”

<https://powerofus.force.com/s/group/0F91E000000brOySAI/sprint-project-admin-skillsroles>



The screenshot displays the Power of Us Hub interface. At the top, there is a search bar and navigation links: Home, Topics, Chatter, Groups, Knowledge, and Ideas. A red arrow points from the URL above to the 'Groups' link in the navigation bar.

The main content area shows the group 'Community Project - Data Generation Tool Kit'. The group is PUBLIC and has a manager. A dropdown menu is open, showing notification options: Every Post (selected), Daily Digest, Weekly Digest, and Limited. Below the group name are buttons for 'Manage Notifications', 'Manage Members', and 'Edit Group'.

On the right, the 'Group Details' section is visible, showing the group description, information, and a meeting schedule.

**Group Details**

- Description: Open Source Commons project focused on empowering admins to create meaningful test datasets, including tools and documentation to support this goal.
- Information: Github repo: <https://github.com/SFDO-Community-Sprints/DataGenerationTool>
- We have a standing meeting on First Wednesdays at 2 PM Eastern/ 1 PM Central/ 11 AM Pacific.
- Member Count: 53 Members
- Owner: Jace Bryan

# Project Needs

- Further clarity on distribution & maintenance of finished content
- Complete the content 'articles' within the document
- Edit the document for clarity and consistency

# Admin Skills Group Needs & Plans

1. Editing: Style Guide
2. Strategy: Decision Day!
3. Content Creation
4. **What's Next??**

## **1 – Editing Needs:**

- Style Guide (consistency)
- Links between sections within the document
- Checking for duplication of content

## **2 – Strategy:**

- Confirm move to our own website
- Create a plan of action

## **3 - Sections that need content:**

- Testing
- Change management
- Working with a Consultant
- Creating a Governance Program



## **Clarity on distribution & maintenance of finished content**


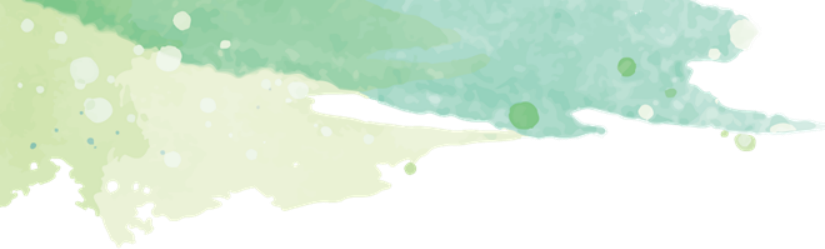
### **Decision from previous sprint:**

- Create a website for this ongoing project and po

### **Items Needed:**

- Choose domain name and platform (Wix, Wordpress, etc)
- List of next steps






**Complete the  
content  
'articles'  
within the  
document**


Fill in content for all  
article topics

Are there additional  
topics?

Are there topics that  
should be combined  
into one?



## **Edit the document for clarity and consistency**

- Ensure content is in whole sentences, without abbreviations, and with reasonable grammar
  - Create links to outside resources and internal links to other appropriate sections of the document
  - Once all content is added, we will need final editing to create a consistent author 'voice' throughout the document
- 



# Sharing docs

Use [This Google Doc](#) to store docs in a central repository. We will later migrate them to our Github Repo.

Email [rcipotti@gmail.com](mailto:rcipotti@gmail.com) to request access.

GitHub: <https://github.com/SFDO-Community-Sprints/Admin-Skills-and-Nonprofit-Salesforce-Teams>

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# Available Domains

- **SalesforceNonprofitAdmins (or SFNonprofitAdmins)**
- **sfnpAdmins or sfdoAdmins**
- **Other ideas?**