

Staff Position Responsibilities Time Allocation Analysis

Budgeted Time Allocation of Staff Time to attach to the Supporting Program Budget Worksheet. This activity helps directors and staff determine their ability to schedule time to carry out all assigned tasks. Team Member Review of Job Description Responsibilities and Special Assignments. NOTE: A Best Practice is where the Nonprofit retains a 3 Year Monthly Centralized Planner. It is recommended to pencil in planning, organizing, and carrying out specific tasks and to meet benchmarks, deadlines. Individual staff would analyze and pencil in the time that it would take to carry out their responsibilities in a desk planner to see if they are over or under assigned. This is a Best Practice for succession planning and stability of carrying out programming within the nonprofit. (* unplanned absence, illness, turnover, etc.)

Date:		Budget Year:		
Staff:		Position Title:		
Goals:	Long Range Plan as passed by the Board – End of Year review completed, and priorities adopted for the coming year. Three year Measurable Operating Objectives should be in writing and approved by the board.			
Strategy:	(Internal and External Input) - Statements of What Needs to Change and How We will Make It Happen			
Annual Plan	Review Measurable Desired Outcomes to be met in one (1) year and schedule when regular progress reports to be provided to the Executive Director. It is recommended that the Executive Director meet with the team and together they sketch out allocation of time to set benchmarks, deadlines, and schedule program activities.			
Job Desc.	Assigned Job Responsibility	Scheduling	# Staff Days	Assigned Function
1.1	Social Media...	Ongoing	12	Marketing
1.2	Produce a monthly newsletter to keep our stakeholders...	Ongoing	12	Marketing
1.3	Website design and maintenance	Ongoing	6	Marketing
1.4	Program 1 include development and Event Date	September	10	Programs
1.5	Program 2 include development and Event Date	Summer	10	Programs
1.6	Program 3 include development and Event Date	Spring	10	Programs
1.7	Fund Raising		24	
1.8	Administration -		5	
1.9	Vacations and holidays		20	
1.10	Unallocated Time for illness or special projects, etc.		10	
	Using a worksheet helps keep the work assignments realistic.		119 Days Allocated	Under-utilized position
Assign	New Initiative – 3 years	Outreach		
Assign	Special Grant Program – 3 years			
	Nonprofits tend to take on new projects and fail to drop what is not working.	Workweek hours in a year: 2080 hours.	Workweek days in a year 260 Days	Daily Rate to be used in Program Budget – Planning, Development and Carrying Out

Refer to the corporate plan that the board reviewed and updated priorities of weighted objectives and percentage of time allocated. Compare this to where the position is spending time. Monthly outcome reports and actual allocation of time are useful tools for nonprofits to ensure accountability and protect staff from being over extended.

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Each team member should be able to project their time allocation to their program responsibilities to develop a direct cost center for budgeting purposes. This is a good way to determine how much specific programs cost relative to staff time and desired outcomes. In some instances, programs should be increased or eliminated.