

# Identifying the Roles and Qualifications of a Consultant

*This worksheet was created by The Denver Foundation's Inclusiveness Project ([www.nonprofitinclusiveness.org](http://www.nonprofitinclusiveness.org)) to support organizations doing inclusiveness work.*

*Users are encouraged to customize the worksheet to meet the needs of their respective organizations.*

## Roles

### Instructions

Select the roles that you would like your consultant to play:

\_\_\_\_\_ Overall Guidance: Working with the Inclusiveness Committee throughout the inclusiveness initiative to plan and execute the initiative.

\_\_\_\_\_ Information Gathering: Designing strategies and gathering data during the information-gathering phase.

\_\_\_\_\_ Inclusiveness Training: Conducting trainings to create a more inclusive organizational culture.

\_\_\_\_\_ Evaluation: Creating an evaluation plan to measure efficacy of trainings and progress of inclusiveness initiative.

\_\_\_\_\_ Other

\_\_\_\_\_ Other

## Qualities and Qualifications

### Instructions

Listed below are qualities and qualifications to consider when selecting a consultant. Select those that you would like your consultant to have and brainstorm additional qualities and qualifications as necessary. You may also find it useful to define these qualities for the purposes of your organization.

\_\_\_ Flexible

\_\_\_ Effective as a facilitator

\_\_\_ Knowledgeable about assessment and evaluation

\_\_\_ Knowledgeable about the nonprofit sector

\_\_\_ Experienced (You may wish to include a specific number of years in the field.)

\_\_\_ Knowledgeable about diverse communities (You may wish to specify communities that your organization serves, communities that you are interested in reaching out to and serving, or specific languages spoken.)

\_\_\_ Access to and knowledge of inclusiveness resources (You may wish to specify the types of resources of most use to your organization.)

\_\_\_ Organized    \_\_\_ Timely    \_\_\_ Efficient    \_\_\_ Patient

\_\_\_ Strong communication skills

\_\_\_ Able to work with our time schedule

\_\_\_ Experienced and effective meeting facilitator

\_\_\_ Experienced and effective process facilitator

\_\_\_ Strong people skills

Will work within our budget (\$\_\_\_\_\_)

\_\_\_ Other \_\_\_\_\_

**Name of Organization** \_\_\_\_\_

**Date Worksheet Completed** \_\_\_\_\_