

First Chair™ Modules

First Chair is our flagship software product, Mission Maestro™, divided into affordable modules. The Introductory First Chair product provides Fundraising, Membership, Contact Management and Correspondence functionality found in Mission Maestro™. Introductory First Chair is equivalent to commercial fundraising software.

All remaining Mission Maestro™ functionality is available via First Chair modules. Below are just a few of the modules we offer. Login to the Clubhouse at www.firstchair.com for a full listing with complete descriptions.

Program Management

How do you track, manage and report on the work your organization does?

You probably use a combination of spreadsheets, databases, documents and post-it notes. Until now, there hasn't been a better way. Now all of your essential information can exist in one place where everyone who needs to can access it.

Our Program Management module organizes your information at two levels. First you create 'Programs' which are an umbrella under which many activities occur. At the program level, you manage finances - the programs budget, funding, receipts and payments. You also track the program's outcomes supporters, contacts, publicity and individual activities.

Activities are the individual events whose details are managed. An activity can be virtually anything that you need to manage, track or report on:

- Telephone calls
- Lectures
- Group Sessions
- Individual Meetings
- Performances

- Seminars
- Workshops

On each Activity, you track and manage the details:

- Activity type
- Locations, dates and times, including directions and ADA accessibility
- Audience types
- People involved - Professionals, Clients, Attendees, Staff, Volunteers
- Organizations involved - Collaborators, Sponsors, Vendors
- Finances - Client fees, Ticketing, Sponsors, Budgets
- Materials - Chairs, Workbooks, etc.
- Outcomes

Finally, you can quickly and easily generate customized Activity Calendars using many different criteria.

Grant Management

Do you manually manage your regrating activities with different documents, databases and spreadsheets?

You don't have to manage them manually any more. Our Grant Management module automates the grant review and award process from application request through grantee evaluations and integrates all of your historical regrating information.

You can easily access historical records from previous applications or grant awards to help you make grant award decisions today. And, all of your correspondence with grantees and funding sources is integrated with outcomes and reporting.

Grant Management gives you the flexibility you need to manage and report on each of

your grant's financial and organizational details.

With our Grant Management Module, you can manage:

- Public relations and advertising for grants
- Decision making process
- Privacy security needed by type of grant
- Organizations involved in awards - Collaborators, Other Funders, Vendors and Contacts
- People involved in grant seeking - Contacts, Consultants, Staff and Applicants
- Detailed finances of grants - Vendors, Clients and Budgets
- Communication and information sharing between departments
- Grant logistics
- Correspondence with grantees
- Reporting on grant outcomes
- Evaluation of grantees

Grant Management gives you the ability to manage and report on the details of grant related activities:

- People involved in grant activities
- Organizations involved in grant activities - Collaborators, Sponsors and Vendors
- Grant related activity locations, dates & times
- Grant related activity formats - Lectures, Group Sessions, Individual Meetings, Performances, Seminars, Workshops, Tours and Field Trips

Grant Writing

Is your grant writing and grant management integrated with the services your organizations provides? When you use Grant Writing in combination with Program Management, your grant information is tied

directly to the programs and activities funded by those grants. You can easily identify the good work you have done when reporting on a grant, or applying for a new one.

With our Grant Writing module you can:

- Manage the entire grant applications process
- Track milestone dates for deadlines, decisions and reports
- Track programs and activities associated with awards
- Save, retrieve and share proposals
- Manage and report on grant-associated activities
- Process grantee financial transactions
- Track and capture reporting requirements
- Evaluate grant effectiveness

Volunteer Management

How do you match the work that needs to be done with your volunteer's interests and availability?

Volunteers and Professionals who serve as expert resources can offer so much to your organization, but you need to be able to effectively use their time and take their goals and interests into consideration.

Volunteer and Professional Management helps you match the right people to the work to be done.

With our Volunteer and Professional Management module, you can:

- Quickly match volunteers' and professionals' skills and availability with the activities that need staffing
- Manage volunteers' and professionals' time and participation in specific activities
- Automatically track volunteers' and professionals' time and participation
- Easily report on the exact type and duration of work your volunteers and professionals have done

- Manage correspondence with your volunteers
- Manage volunteer recognition and retention
- Manage training and certification

Prerequisite Module: Program Management.

Report Writer with Print to File Outputs

Can you report on your program, project and service offerings or activities and outcomes from your own desktop?

Reporting is important to your success, but it can be frustrating. First Chair™ includes roughly 70 standard configurable reports. We recognize that each organization is unique and has unique reporting needs, so we also offer a sophisticated Report Writer.

Our Report Writer module is a powerful report writer that skilled users can use to develop and run custom reports. We include a User's Manual, Tutorials and a Data Dictionary with the Report Writer.

With our Report Writer module, you can:

- Write reports that give your board members the exact information they want
- Write reports that give EACH of your funders the information they want
- Write reports for newly developed programs or services



First Chair™ Modules

Each day you strive to
make a difference.

Each day, time and energy
that you could spend
making the world a better
place is wasted.

With First Chair, you can
stop wasting time and
unleash your talent.

