



# **2015 Career Transition Institute Annual Report**

## **Our Mission**

To educate our members about the professional skills and strategies needed for a successful job search, career change, or career advancement in today's job market.



## Who We Are

We are a 501(c)(3) nonprofit organization offering enhanced job search skills, support, encouragement and accountability to move members through their professional career transition journey. We have no paid staff.

## What We Did in 2016

### Job Fair tables

Our job search curriculum of 17 courses was reduced to 12 as a result of feedback that prospective members didn't have time to take them all. These 12 courses cover the full spectrum of today's job search process, from getting organized through salary negotiation. Titles and descriptions are attached.

Monday Morning MeetUps begin at 9:30 every Monday except major holidays. These are free and open to the public. Visitors are welcome to learn from the day's speaker and get to know the members. They are then invited to attend the Guest Overview that explains how Career Transition Institute can help them in their job searches. Most members join at this time.

Members often tell us that the most important service we provide is personal support through what is generally considered a rough time in someone's life. The encouragement, accountability and new ideas that members provide for each other are priceless.

Again this year, Career Transition Institute hosted Alumni Socials at King Avenue 5 Sports Bar which has an excellent back room that fits our purpose very well. CareerTI provides the appetizers and there is a cash bar. We also use these as fundraising opportunities hosting a silent auction and 50/50 raffle.

All of our alumni, Monday speakers and the public are invited. This is a great opportunity for members to network with and learn from alumni and guests. Many additional avenues for job searches have been suggested, i.e. contacts to interview for information, new approaches. Many members have been greatly encouraged through these gatherings and some have had their job searches and/or attitudes completely turned around due to new information they obtained both at the event and as a result of recommended informational interviews.

### Marketing

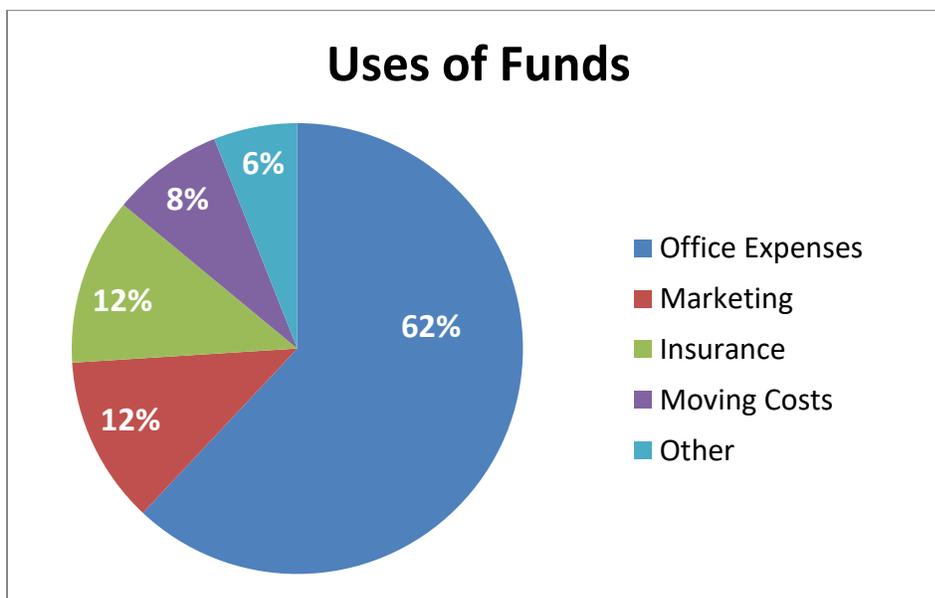
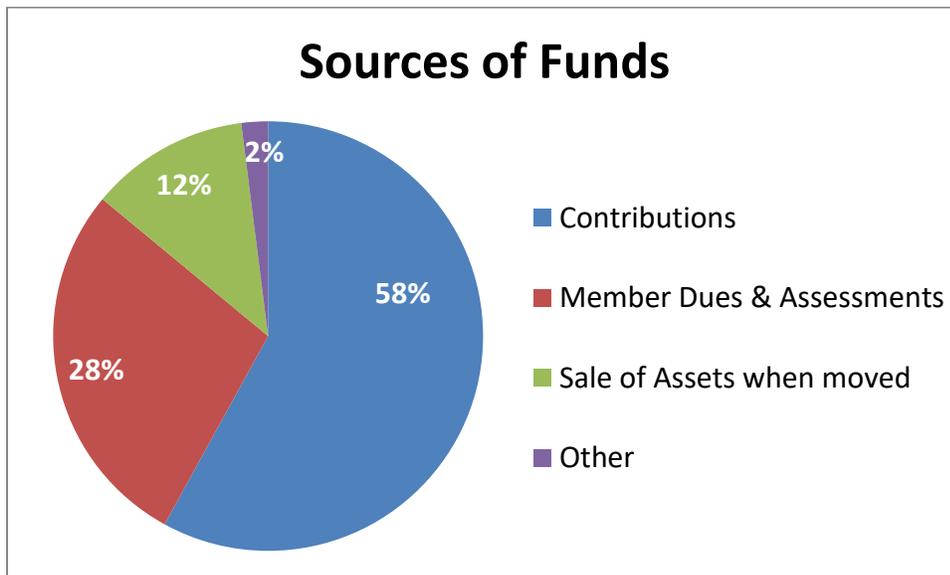
Constant Contact announcements about our public workshops and events were created and sent on a regular basis to potential members, news media, libraries and churches.

## Funding

Funding for Career Transition Institute comes from a combination of member dues, donations from alumni and others. Non-member workshop fees also add to our funds. Almost all of our income is used to provide programs to our members. There is no paid staff.

## Sources and Uses of Funds

The charts below provide a breakdown of the sources and uses of funds for Career Transition Institute in 2013.



## Summary of Key Metrics

	2015	2014	2013
Total Members	28	37	21
New Members (included above)	12	20	44
Members Landed a Job	8	20	21
Training Classes Completed	114	154	249
Training Hours Completed	434	810	1,406
Volunteer Hours	3,047	2,717	5,992

## Financial Summary

	2015	2014	2013
Membership Dues and Assessments	3,733	6,579	15,636
Contributions, Gifts and Grants	10,809	14,397	12,595
Alumni Socials	1,134	0	0
Net Income (Loss) from Fundraising	0	0	0
Other Revenue	<u>1,316</u>	<u>1,128</u>	<u>609</u>
Total Revenue	16,992	22,104	28,840
Rent and Utilities	11,099	16,205	17,286
Printing and Postage	634	1,107	2,672
Alumni Socials	1,449	0	0
Marketing	576	125	75
Other Expenses	<u>2,924</u>	<u>3,959</u>	<u>4,777</u>
Total Expenses	16,682	21,396	24,810
Excess (Deficit) for the year	310	708	4,030
Net Assets, Beginning of Year	6,205	6,205	6,205
Other Changes in Net Assets	<u>0</u>	<u>0</u>	<u>0</u>
Net Assets, End of Year	6,205	6,205	10,235

# PASSPORT TO SUCCESS

*Take the courses you need.*

1. **Organizing Your Job Search** – how do I prepare myself to begin my job search.
2. **Introduction to Accomplishment Statements** – these are your on-the-job achievements that go on your resume. We show you how to find and write these statements.
4. **Oral Communications Skills** – includes 30-Second speech, effective use of the phone and handling tough questions in interviews.
5. **Written Communication Skills** – includes resume styles and formats and guidelines for writing it; creating your professional profile and writing professional
6. **Effective Networking Skills** – why network and what are best practices. How to prepare for it, what to do during and how to follow-up.
7. **Effective Interviewing Skills** – learn to confidently handle interviews; how to prepare, what to do during and how to follow-up
8. **Interviewing Skills Lab** – come dressed for an interview; bring your resume and a job description. The instructor videos you as he asks you questions. You get to see yourself as the interviewer sees you.
9. **Effective Negotiation Skills** – role play the best ways to negotiate salary and other employment-related matters.
10. **LinkedIn: Ask the Expert** – LinkedIn is the place for professionals to be found by recruiters and others. Also find hiring managers and others working for the companies you want to work for to contact for informational interviews. Learn how to use it to your advantage.
11. **LinkedIn: Profile Review** - LinkedIn is the place for professionals to be found by recruiters and others. Also find hiring managers and others working for the companies you want to work for to contact for informational interviews. Learn how to create an All Star profile.
12. **Resume Boot Camp** – your resume critiqued by an experienced resume instructor.