



2013 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 member-operated 501(c)(3) nonprofit organization offering a comprehensive job search curriculum to its members who are professionals of all ages.

What We Do

Career Transition Institute's services are centered on job search training, individual development, and personal support. We offer a curriculum covering the full spectrum of today's job search process, from getting organized through salary negotiation.

Seventeen workshops/labs form the core of our training curriculum:

- **Block I:** Learn the job search process and how to sell your product - You! (seven courses)
- **Block II:** Identify and develop your job search strategy (one course)
- **Block III:** Utilize your strategy to competitively market yourself (four courses)
- **Block IV:** Practical workshops to enhance and refine your skills (five courses, which are also open to the public for a fee).

Each Monday morning at 9:00, members and guests come together to hear speakers with expertise on topics relevant to job seekers. These are free and open to the public.

Career Transition Institute has the only comprehensive job search curriculum in Central Ohio with fully stocked office space for workshops/labs, member use and regular interaction with fellow members who fully understand each other's situation.

2013 Overview

Officially celebrated our name change on the evening of March 19 when members, Board members, alumni, current and former speakers and others met for an informal program and networking.

The new logo had been designed by a former member recognized at the celebration.

The new website officially opened on March 20. It was designed by a former member's husband who was also recognized at the celebration.

The official press release went out that day.

Brochures and business cards with our new web address and email continue to be distributed.

Planned and conducted a Speaker's Form on April 29th that brought over 60 people to our office. The four speakers and their topics were:

Managing Your Career – Celia Crossley, Crossworks: Career Strategists & HR Consultant

Preparing Your Resume – Samantha Nolan, "Dear Sam," in the Columbus Dispatch

Networking Personally and Socially – Sharon Delay, BoldlyGO Career & HR Mgmt

Working with Executive Recruiters – Ken Lazar, McIntyre Global Recruiters and founder of Scioto Ridge Job Networking Group

Marketing efforts that were improved in 2012 paid off as we gained 44 new members in 2013.

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

Funding

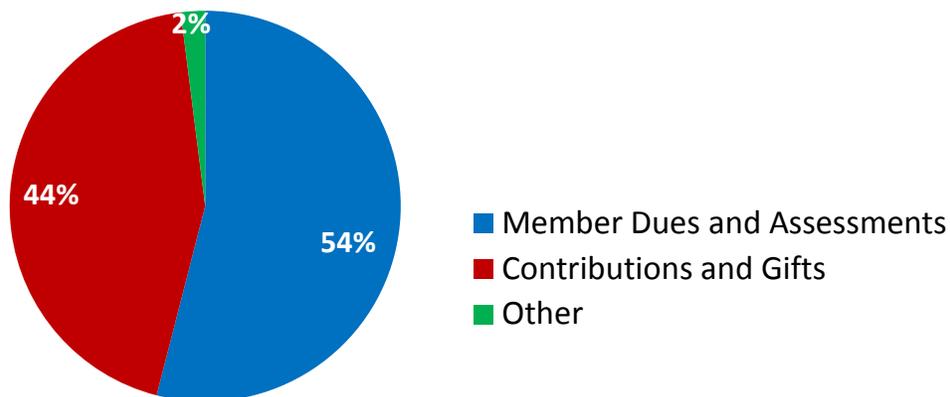
Funding for Career Transition Institute comes from a combination of member dues, donations from alumni and others and sponsorships. Non-member workshop fees also add to our funds.

Almost all of our income is used to provide programs to our members. There is no paid staff.

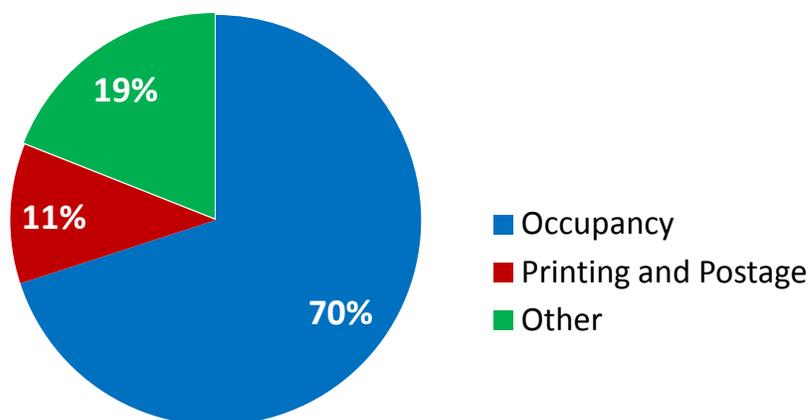
Sources and Uses of Funds

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

Sources of Funds



Uses of Funds



Summary of Key Metrics

	2013	2012	2011
Average # of Members	21	15.8	21.3
New Members	44	26	30
Members Placed	21	18	15
Training Classes Completed	249	238	230
Training Hours Completed	1,406	1,170	1,278
Volunteer Hours	5,992	4,559	5,876

Financial Summary

	2013	2012	2011
Membership Dues and Assessments	15,636	11,198	12,905
Contributions, Gifts and Grants	12,595	7,575	3,843
Net Income (Loss) From Fundraising	0	-1,902	-1,482
Other Revenue	<u>609</u>	<u>522</u>	<u>795</u>
Total Revenue	28,840	17,393	16,061
Occupancy, Rent and Utilities	17,286	16,570	16,018
Printing, Publications and Postage	2,672	3,163	4,688
Professional Fees and Payments	75	600	488
Other Expenses	<u>4,777</u>	<u>6,103</u>	<u>7,047</u>
Total Expenses	24,810	26,436	28,241
Excess (Deficit) for the Year	4,030	-9,043	-12,180
Net Assets, Beginning of Year	6,205	15,248	27,428
Other Changes in Net Assets	<u>0</u>	<u>0</u>	<u>0</u>
Net Assets, End of Year	10,235	\$6,205	\$15,248