

# Growing Non-Profit Struggling with Admin & Operational Load

*“Care Foundation”*, a non-profit focused on youth education and community development, has seen a surge in partnerships, donations, and programs. But as impact grows, so does the behind-the-scenes workload. Senior leaders find themselves overwhelmed with donor paperwork, volunteer coordination, reporting, and day-to-day admin — pulling time and energy away from their mission.

They face challenges like:

- Slow donor onboarding: Staff spend hours following up on forms and manually logging information into spreadsheets.
- Program admin bottlenecks: Coordinators are stretched thin managing schedules, updating databases, and tracking impact data.
- Delayed reporting & billing: Funding reports and reimbursement claims pile up, risking compliance and funding continuity.
- Inactive digital presence: Their social media channels and website go untouched for weeks, missing opportunities to share impact stories and attract new supporters.

# Our Complete Non-Profit Outsourcing Solution

# Recruitment as a Service (RaaS)

Role Definition: We collaborate with “*Care Foundation*” to define critical support roles — from Donor Admins to Impact Reporting Assistants — ensuring a clear scope of responsibilities and ideal candidate profiles.

Talent Sourcing: We identify mission-aligned professionals with experience in the non-profit space and tools like Salesforce, Airtable, or Mailchimp.

Candidate Vetting: We screen for detail orientation, confidentiality, and purpose-driven mindset — ensuring candidates truly “get” the non-profit world.

Interview Coordination: We arrange interviews around campaign deadlines and field program schedules, ensuring a smooth process for busy team members.

Integration Strategy Call: We guide which roles should remain in-house and which can be filled by offshore talent — helping maximize resources without compromising program quality.

# Employer of Record (EOR)

Legal and HR Compliance: Dlg8 assumes employment responsibilities, ensuring compliance with employment laws, tax rules, and funding guidelines.

Payroll and Benefits Management: We manage pay cycles, statutory contributions, and optional perks so “*Care Foundation*” doesn’t have to handle it internally.

Onboarding and Contracts: All contracts are aligned with grant or donor reporting requirements — keeping operations audit-ready.

# Employee Engagement Services

Performance Monitoring: We provide regular insights on staff performance, helping leaders stay informed and confident in remote team delivery.

Learning & Development: Our tailored training supports non-profit staff in tools, communication, and donor/stakeholder engagement.

Engagement & Retention: Through check-ins, recognition programs, and virtual team-building, we keep morale high — even in fast-paced fundraising seasons.

Wellbeing Support: Dlg8 offers access to mental health and wellness tools — vital in emotionally demanding, mission-driven environments.

# The Outcome:

Faster donor onboarding: A **Virtual Donor Admin** handles form collection, CRM entry, and donor follow-ups — ensuring nothing slips through the cracks.

Efficient program support: A **Dlg8 Program Admin** keeps logistics, data tracking, and scheduling in check — so field teams stay focused on impact.

Timely reporting & compliance: A **Reporting Assistant** prepares funder updates, ensuring reports are accurate, on time, and stress-free.

Stronger digital presence: A **Social Media Admin** shares community wins, volunteer highlights, and campaign updates — keeping supporters engaged.

Confident compliance: With Dlg8 as Employer of Record, “*Care Foundation*” meets legal and grant conditions without lifting a finger.

A motivated, connected team: Through regular check-ins, L&D, and wellbeing support, the entire team feels valued — reducing burnout and turnover.