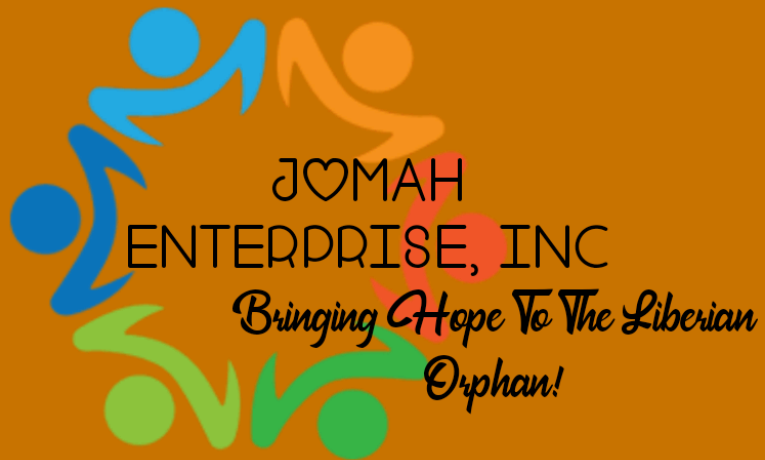


Designed by Jomah Enterprise Inc.



Nonprofit Starter Kit: Launching with Purpose & Power

Your Step-by-Step Guide to Building a Mission-
Driven Nonprofit Organization

<http://www.jomahenterpriseinc.org/resources>



INTRODUCTION

YOU HAVE THE HEART. NOW GET THE BLUEPRINT.

Starting a nonprofit is a powerful step. This guide walks you through the key steps to launch with clarity, confidence, and compliance. Whether you're driven by purpose, personal experience, or a vision to serve your community, this resource is here to support you. You don't have to figure it all out alone—let's build something meaningful, one step at a time.



STEP 1

START WITH VISION, MISSION, AND PASSION

Before anything else, know your Ws
“What”, “why”, “who”, & “where”

Mission

A mission statement defines the core purpose of an organization—why it exists and who it serves. It acts as a guiding light, helping leaders stay focused, aligned, and driven by values that create lasting impact.

Vision

Your vision is the future you want to create. It’s the big picture of what the world will look like when your mission succeeds.

“A world where every orphaned child has a safe, loving home and access to education.”

PASSION

Your passion is the emotional fuel behind your work. It keeps you going when the journey gets hard. It’s the personal connection to your cause that makes you unstoppable.

Ask yourself, “Why do I care so deeply about this issue?”

CREATE A MISSION-FOCUSED BUSINESS PLAN:

Your business plan is your **map**. It doesn't need to be perfect, but it does need to be clear. This plan will guide your fundraising, structure, and program design.

Your Business Plan Should Include:

- Your mission and vision statement
- Target population (who you serve)
- Programs or services you'll offer
- Operating structure
- Budget and funding sources
- Marketing and outreach plans
- Goals for year 1, 2, and 3

Use tools like

LivePlan, Google Docs, or templates from Jomah Enterprise to create your plan.

STEP 3

IDENTIFY YOUR CORE LEADERSHIP TEAM

Every nonprofit needs a **Board** to operate legally. You will need at least:

- President/Founder
(You)
- Vice President
- Secretary
- Treasurer

Collect this information from each:

- First and last name
- Email address
- Phone number
- Physical address
- The role they will play in the organization

Choose people who are passionate, reliable, and understand your mission. Strong leadership builds lasting change.

STEP 4

REGISTER YOUR NONPROFIT (501(C)(3) STATUS).

This is the most important legal step.

CHOOSE A STRUCTURE MAINLY FOR TAX PURPOSES:


- S Corporation
- C Corporation
- Unincorporated Association (less common)
- Partnership

You will also need:

- Your organization name
- Your EIN (Employer Identification Number)
- Articles of Incorporation (filed in your state)
- Bylaws
- Application for 501(c)(3) tax-exempt status

Need help?

We recommend working with **BryteBridge**—a trusted organization that helps founders file and organize legally.

 **Important:** This step involves costs. Be sure to include registration, filing, and legal assistance fees in your startup budget.

PREPARE TO ANSWER KEY QUESTIONS

When registering, you will need to clearly explain:

- Why are you starting this nonprofit
- Who will you serve
- Where will your services take place
- How will you deliver them (in person, online, etc.)?
- Whether you will offer any goods/services
- If you have a business plan (it will make this easier!),
- Please note that this template can be used for any location but please check your local area and it's requirements.

STEP 6

OPEN A NONPROFIT BANK ACCOUNT

Once you receive your EIN, you're ready to open a business checking account.

Consider banks that specialize in nonprofits or community impact, such as:

- Amalgamated Bank
- Bank of America (Nonprofit Division)
- Chase for Business
- Local credit unions

NOTE: Make sure to bring your EIN, board information, and Articles of Incorporation.

BUILD YOUR CORE SUPPORT NETWORK

Surround yourself with people who **believe in your mission**.

This might include:

- Mentors
- Volunteers
- Donors
- Advisors
- Partners

Tip: While family members are a great support, aim to include people outside your circle for credibility and growth.

UNDERSTAND WHO YOU SERVE (DATA & IMPACT)

Before launching your programs, **gather real statistics** about the issue you're addressing:

- How many people in your area need the service?
- What are the gaps in existing services?
- Who are your ideal beneficiaries?

Use free tools like

- U.S. Census Data or data within that location
- Statista
- Nonprofit Source
- Your local United Way or community foundation reports

OTHER ESSENTIAL TOOLS & RESOURCES

To run your nonprofit efficiently, consider using:

Here are free & low-cost platforms:

- **Canva**—for flyers, reports, social posts
- **Asana / Trello** – project & volunteer management
- **Google Workspace for Nonprofits** – email, docs, drive
- **QuickBooks for Nonprofits** – bookkeeping
- **Donorbox / Givebutter** – donation processing

Tech Soup - helps founder find cost effective tools/resources for your organization.

Bonus Templates from Jomah Enterprise:

- Donor letters
- Volunteer kits
- Grant proposal outlines
- Fundraising event checklists
- Printable inspiration wall art

FINAL THOUGHTS

You have the **heart**, the **mission**, the **vision**, and now the **blueprint**. This is your moment to turn your calling into lasting impact.

At **Jomah Enterprise Inc.**, we are here to guide you from the first spark of passion to your nonprofit's first big milestone—and beyond.

Want Help or Templates?

Visit **jomahenterpriseinc.org/resources**

Or contact us for personalized guidance!

Email: christiana.jallah@outlook.com

Website: www.jomahenterpriseinc.org

THANK YOU!!