



ON CALL EXECUTIVE ADVISORSSM

*Does your organization have **skill gaps** in its management team?*

*Do you wish you had someone to call when you and your team are **looking for advice**?*

J. F. Smith & Associates has the solution – ON CALL EXECUTIVE ADVISORSSM.

J. F. Smith & Associates (JFSA) has developed **ON CALL EXECUTIVE ADVISORSSM** to fill the skill gaps and advise you and your management team. Most small to mid-size companies and nonprofit organizations cannot afford to have senior or “C” level people in all functional areas - finance/accounting, human resources, information technology, operations, and marketing. Often, that level of skill is only needed one to three days per month. Your **ON CALL EXECUTIVE ADVISORSSM** enables you to tap into those high level resources in an affordable way that is tailored to your specific needs.

JFSA works with your management team at the strategic, tactical, and operational levels to determine how to best support your strategic plan and current organizational mission. We have developed some fundamental tools and processes that keep your consulting costs low but result in demonstrable improvement to your Executive Management functionality. This approach will enable you to maximize returns while minimizing your spending. Your **ON CALL EXECUTIVE ADVISORSSM** provides a seamless enhancement to your existing management team’s skills and experience. Regardless of your level of staffing and sophistication, we can improve your organization and results.

Our process starts with a cost-effective, one or two-day assessment of your organization:

- JFSA works with your management team to outline what current structures, processes and skills are in place and their ability to address your current and near term challenges.
- We look at your team and operations to develop an integrated, overall perspective. We will include all functional areas in our overall assessment.
- We will review and assess your current performance and assist you in defining (or redefining) your objectives and process goals.
- We will review your current work and activity flows, staffing, reporting accuracy (and timing), and objectively define and measure results, and offer recommendations for improvement.
- We will oversee the process for improvement, monitor progress and revise our approach, as appropriate.

JFSA is committed to helping you achieve **measurable** results consistent with your goals. To ensure this, we will evaluate our progress on an ongoing basis. Emerging areas of opportunity will be identified and incorporated in an action plan that will be periodically updated and presented to you and your team.

Based on our findings and with your agreement, we will determine where the most important skill gap is. JFSA will assign the person from our team with that skill to work with you on a monthly basis as your advisor. If an issue arises in any other area of your business, your advisor can draw on other members of the JFSA team at any time.



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Our work effort can be as little as one to three days per month and includes onsite, phone or email support throughout each month. We work with you as a high level collaborative team. Our advice will result in improvements and typically will generate tangible cost savings that can be used to fund your “wish we could afford” list. To keep your costs down, we encourage your participation in project generated homework assignments.

As a part of your executive team, we are available any time in an emergency or when something new or unexpected occurs. Because of our collective experience, we can support your team with valuable skills and knowledge in those transactional areas where your staff may have limited or no exposure. We have been there and know what to do.

Other advisory services:

- Develop strategic, business, and marketing plans.
- Prioritize action implementations.
- Provide operational analysis.
- Provide compensation planning and analysis.
- Counsel on Executive Search and Talent Acquisition strategies and execution.
- Participate with your team at Board of Directors or management meetings.
- Work with your outside professionals (legal, audit, bankers, insurance, etc.)
- Transaction support –new financing or funding transactions, joint venture, M&A, divesture, etc.
- Plan and administer annual and major gifts fundraising initiatives for nonprofits.
- Provide confidential board assessments and related troubleshooting recommendations.

JFSA’s Practice Leaders have broad industry experience that will add substantial value to your organization. Additionally, we can seamlessly integrate additional consultants into the project environment, based on your changing needs.

As issues arise in finance/accounting, human resources, information technology, operations, marketing, and capacity building our team is available to help with a quick answer to a simple question or to support those functions of your organization. As an additional assignment, we can provide retained executive search, training, mentoring and coaching support if you conclude that your organization requires improved skills, management change or augmentation.

Please visit www.JFSmithAssociates.com to learn more about us.

Summary

J. F. Smith & Associates’ **ON CALL EXECUTIVE ADVISORSSM** provides high level, affordable advisory services to fill skill gaps in your company or nonprofit organization and advise you and your management team. We minimize engagement time and do not require long term commitments. We enable your organization to achieve its goals by providing the highest quality services. Please contact us to schedule a no cost, no obligation meeting to discuss your needs and to learn how we can provide solutions that work for you.