



# ORGANIZATIONAL CAPACITY CHECK-IN

*A Reflective Tool for Nonprofit Leaders*



Before summer arrives, it's worth pausing to ask: does your organization actually have the capacity to do what you've planned? Not where you hope it is, where it actually is right now.

This tool is designed to help you get an honest read. Use it on your own, with your leadership team, or as a conversation starter at your next board or staff meeting. There are no wrong answers if you're being truthful with yourself.

## SECTION 1: Reflective Questions

### PEOPLE & TEAM

1. Do your team members feel energized by the work they're doing, or are they showing signs of burnout?
2. Is your staff positioned to do the work they're best at, or are key people stretched into roles that drain them?
3. If your top staff person left tomorrow, what would break, and how long would it take to recover?

### PROGRAMS & MISSION DELIVERY

4. Are you delivering your programs at the level of quality your mission requires, or are you stretched too thin to do them well?
5. Is there anything on your program calendar right now that exists out of habit or obligation rather than mission alignment?

### FINANCIAL & OPERATIONAL HEALTH

6. Do you have adequate operating reserves to weather an unexpected funding gap or expense?
7. Are there any financial pressures or instabilities that your board fully understands and is actively engaged in addressing?

### LEADERSHIP & GOVERNANCE

8. How would you honestly describe the relationship between your executive director and board right now?
9. Is there an unspoken issue - a tension, a gap, an elephant in the room - that your board or team has been avoiding?
10. If you could change one thing about your organization's capacity, what would it be?

## SECTION 2: Capacity Score

Rate your organization on each of the following statements using a scale of 1–5, where:

1 = Not at all true | 3 = Somewhat true | 5 = Consistently and clearly true

STATEMENT	RATING
Our team has the people, skills, and energy needed to execute our current commitments.	
Our programs are aligned with our mission and delivered at a quality we're proud of.	
We have financial reserves and stability that allow us to operate without crisis mode.	
Our board and executive team are aligned, communicating well, and functioning as partners.	
We address hard conversations and organizational challenges rather than avoiding them.	
<b>Add your score together:</b>	<b>___ / 25</b>

SCORE ZONE	POINTS	WHAT IT MEANS
<b>Thriving</b>	21-25	Your organization is operating with strong capacity. Keep investing in what's working and stay proactive.
<b>Stable</b>	15-20	Good foundation, but a few areas need attention before they become bigger challenges. Now is the time.
<b>Stretched</b>	9-14	You're getting by, but capacity is strained. Prioritizing and resourcing intentionally is critical right now.
<b>Overextended</b>	1-8	Your organization needs honest conversation and significant attention to capacity before adding more. Start here.

### What did this bring up for you?



If your scores surfaced something worth exploring (a team dynamic, a governance question, a capacity gap), I'd love to talk. I work with nonprofit leaders and boards who are ready to ask the hard questions and do something about the answers.



Plan Today.  
Thrive Tomorrow.  
Connect with us  
to start!