

Nonprofit Consultant Hiring Checklist



Questions to Ask Before You Sign a Contract

*Full-Circle Strategies for
Forward-Thinking Missions*

Use this checklist to make sure you hire the right consultant
—and protect your time, budget, and mission.



Before You Begin

Get clear on your own goals and expectations internally.

- ☐ Clearly defined the problem you're trying to solve.
- ☐ Know what success looks like.
- ☐ Understand the budget available.
- ☐ Identify who will manage this engagement internally.
- ☐ Leadership and stakeholders are aligned on the project.



Ask Every Consultant

Get the answers you need to make an informed decision.

- ☐ Can you describe your process from beginning to end?
- ☐ What deliverables will we receive?
- ☐ What does your Statement of Work include?
- ☐ What milestones should we expect?
- ☐ What does success look like from your perspective?
- ☐ Who will actually perform the work?
- ☐ How often will we meet?
- ☐ How do you communicate progress?



Before You Sign

Confirm the details of the engagement are clear and documented.

- ☐ Deliverables are clearly listed.
- ☐ Timeline and milestones are documented.
- ☐ Roles and responsibilities are defined.
- ☐ Pricing and payment schedule are understood.
- ☐ Know how changes in the scope will be handled.



Final Question

Can we confidently picture working with this consultant for the next 3–12 months?



YES



MAYBE



NO



GREEN FLAGS

Signs of a strong partner.

- Clear process
- Specific deliverables
- Defined timeline
- Transparent communication
- Genuine interest in our mission
- Practical recommendations
- References from similar organizations



RED FLAGS

Proceed with caution.

- Vague proposals
- Unclear deliverables
- No milestones
- "We'll figure it out as we go."
- Little interest in understanding our mission
- Long engagements with few tangible outcomes
- Difficulty explaining previous client results

Successful consulting engagements don't happen by accident. They are built on clear expectations, shared accountability, and measurable results.

Mission360 Strategies believes great consulting builds capacity—not dependency. We partner with mission-driven organizations to strengthen fundraising, build capacity, and achieve lasting impact.

**Scan the QR Code
to schedule a
Discovery Call
today**

