**REMEDIATION PLAN**

Problem Statement: A non-profit organization identifies challenges related to declining donor contributions.

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| **Step** | **Description** | **Example** |
| **1.** | Conducting a risk assessment | Identify risks such as decreasing donor contributions, limited donor retention rates, or reliance on a small pool of donors. Assess the likelihood and potential impact of each risk. |
| **2.** | Identifying the root cause of the problem | Determine that ineffective donor engagement strategies, lack of a diverse fundraising approach, and limited donor stewardship efforts contribute to the declining contributions. |
| **3.** | Developing an action plan | Implement donor engagement initiatives, diversify fundraising channels (e.g., online campaigns, events), and establish a robust donor stewardship program. Set a timeline of three months for the engagement initiatives, ongoing fundraising diversification, and continuous donor stewardship efforts. |
| **4.** | Assigning responsibilities and resources | Assign the development team to spearhead the donor engagement initiatives, engage volunteers for event coordination, and allocate a budget for marketing materials, event expenses, and donor appreciation gifts. |
| **5.** | Monitoring progress and reporting results | Regularly assess fundraising outcomes, track donor retention rates, and gather feedback from donors and the community. Generate progress reports to update the board of directors, donors, and stakeholders on completed actions, ongoing initiatives, and improvements in fundraising measures. |