Mission Ease

For Your Board

Your executive director can sign with us without a board vote. It still helps to have your board behind it, so here's all of it on one page to share with them.

$4,000
setup, one time

$2,500
a month, flat

6 months
minimum, then month to month

30 days
notice, either way

The Agreement

Who	Mission Ease, run by James, Jay, and Malachi. We're remote, and we work for US nonprofits that file a 990 or a 990-EZ.
For What	Six jobs: the website and software, grants, donors, communications, the board's paperwork, and programs and events. The whole list is here.
Setup	$4,000, one time, paid up front by card, and not refundable once work starts. It's 19 things, built in the first month.
Getting Started	Once your setup payment goes through, we ask for just enough to get you into your Mission Ease client portal. You finish the rest of the onboarding there over a few short sessions, and you can invite people on your team to help. You agree to get us everything we need within 15 days of your setup payment, or we can't promise our timelines.
Every Month	$2,500, and it's the same for everyone.
How Long	It's a six-month minimum, from the day your setup payment goes through, and the $2,500 goes on your card the same day each month, starting a month after setup. If you end it sooner, you pay the monthly fee through the sixth month. After the six months it goes month to month, with 30 days' notice either way.
Extras	Add-ons have posted prices, and you only have the ones you ask for. Anything we buy for you is at cost, and we agree on it first.
Percentages	None. Every fee is flat, and we don't take a cut of any grant or gift.
Who Owns It	You do: your data, your accounts, and the finished work. We keep our own templates and tools, and you get a permanent license to keep using whatever of ours we built into your work. The contract says so.
Your Money	We don't ask anyone for money, and we never hold contributions. If you'd like a financial report designed, read access to your books is enough.
Law and Accounting	We aren't lawyers or accountants. Yours review the policies and do the filing, and we keep the deadlines on your calendar.

What Stays With You

Your Board	Your Executive Director
Every vote, and every policy	Signing the agreement
The minutes, which your secretary reads and your board approves	Yes or no on everything before it goes out
The next director, and the next directors	The asks
	The program

For the Minutes

> Some boards still like a line in the minutes when the organization signs something new. Everything that line needs is in the table at the top: who, for what, the price, and the term.
>
> If your bylaws send contracts like this to the board, do what they say.

What a Treasurer Might Ask

Is the price different for a bigger organization?
No. It's the same for everyone.

Can you leave after three months?
You can, but it's a six-month minimum from the day your setup payment goes through. If you end it sooner, you pay the monthly fee through the sixth month. After that it's 30 days' notice, from you or from us.

How would we be billed?
By card. Setup goes on before we start, then the $2,500 on the same day every month, and most add-ons when you ask. The pricing page says which ones don't. You get a receipt for every charge.

What's the biggest extra?
The ones you'd choose. Things you ask us to buy, like software or merch, are at cost, and we agree on them first. You pay the printer and the post office yourself.

You'd write our minutes. Who checks them?
Your secretary reads them and your board approves them, as it would with anybody's.

Is there a reference?
Our headline case study is Atlanta Israel Coalition. It's close to home, since two of us are on AIC's board and do the work pro bono. You can read what its director says about us there.