

CAPITOL HILL,  
MANAGEMENT  
SERVICES, INC.



Center for Non-Profit Development



The piece that completes the puzzle

Helping non-profits succeed through professional synergy

## Floor Plan



## Room Dimensions

### Conference Room

24 x 14\*

### Window Offices

11 x 16\*

11 x 12\*

### Interior Offices

14 x 9\*

13 x 9\*

11 x 9\*

\*all measurements are approximate

The Center for Non-Profit Development is a great alternative for associations and non-profit organizations seeking to maximize their potential through shared services and professional synergy. We offer a prestigious business address, a modern and attractive facility and a wide range of services to meet your specific needs.



Center for Non-Profit Development

CHMS's Center for Non-Profit Development is designed to meet the unique needs of non-profit organizations and associations. With over 25 years of experience in association management, CHMS truly understands the challenges and issues of running a non-profit organization. By leveraging our experience and professional capabilities, clients can focus on membership development and the strategic needs of their organizations.

The Center for Non-Profit Development provides the perfect opportunity for association executives to share ideas, develop strategies and learn from each other's successes and challenges. Confronting the daily issues of running a non-profit organization becomes easier through the shared services and professional synergy of the Center. This is the perfect solution for association executives wishing to maximize their associations' potential.

Please contact us to learn how the Center for Non-Profit Development can benefit your organization.

***Call 518/463-8644 today to reserve your new office!***



## Our services include:

- :: Phone reception
- :: Guest reception during normal business hours
- :: Mailbox and incoming mail handling
- :: Attractive professional office space
- :: Conference room use
- :: Directory listing in lobby of the building
- :: Access to administrative support
- :: Access to business equipment
- :: Ample parking
- :: Internet/IT support

# About Capitol Hill Management Services

## Association Management

CHMS provides an efficient and economical way to administer national, statewide and regional associations and organizations, and offers a full range of association management services.

- :: Association headquarters & administrative services
- :: Strategic Planning
- :: Bookkeeping & Financial Services
- :: Communications
- :: Web Management
- :: Membership Recruitment & Maintenance
- :: Planning and Managing Events

## Government Affairs

Capitol Hill Legislative Services Bureau, the Government Affairs Division of CHMS, is a bipartisan firm with an active and successful presence before the New York State Legislature, the Executive, State agencies, and local and federal government officials. We offer an array of services to our clients.

- :: Lobbying
- :: Legislative Monitoring & Bill Tracking
- :: Polling
- :: Regulatory Affairs
- :: Contract Procurement
- :: Public Relations
- :: PAC Fund Management
- :: Economic Development

## Public Policy

Capitol Hill Research Center provides a full range of research services to meet its clients' public policy needs. CHRC approaches its research with the objectivity and professionalism that ensures its work will reflect the highest level of quality and integrity.

- :: White Papers
- :: Case Studies
- :: Assessment Reports
- :: Post-Product Services
- :: Economic Impact Studies



Capitol Hill Management Services, Inc. is a comprehensive consulting firm specializing in association management, government relations, public policy research and non-profit development. We tailor our services to your unique needs, providing your organization with the tools you need to be successful in today's business environment.