

CNJG Website Tutorial – Part 3: Using the Member Directory

Go to <https://www.cnjg.org/directory> to access the directory. You can also find the member directory in the MEMBERS menu located across the top of the website.

The “Public View” of the member directory, available to anyone who is not logged in, is searchable by name or funder category only:

The screenshot shows the 'ORGANIZATIONS' page on the CNJG website. The header includes the site name and navigation tabs. A search bar is present with 'SEARCH' and 'RESET' buttons. Below the search bar, there are search tips and a list of organizations: Alesio Family Fund, The Atlantic Foundation, Audible, Inc. (with website link), Bank of America Foundation - NJ (with website link), and Becton Dickinson (with website link). On the right, a sidebar titled 'MEMBERS' contains links to 'Member Directory', 'Become a Member', 'Membership Renewal', 'Member Benefits', 'Member Discounts', 'Member News', and 'Members Annual Reports'. Below this is a 'FILTER BY' section for 'Funder Category' with a dropdown menu.

When you click on an organization, you only see the following information:

The screenshot shows the profile for 'COMMUNITY FOUNDATION OF SOUTH JERSEY'. It includes the following information: Funder Category: Community Foundation; Address: Haddonfield, NJ 08033; Website: http://www.communityfoundationsj.org; Social media icons for Facebook and Twitter; and a 'Related Content' section with two articles: 'Friday, June 25, 2021 Impact 100 South Jersey Awards \$200,000 in Grants' and 'Thursday, May 20, 2021 Community Foundation of South Jersey Announces Fifth Round of Grants'.

To see the “Members Only View”, you must LOGIN (reminder: check the upper right hand corner of the website for your login status). If you don't see  in the upper right corner, click .

Not logged in:	Logged in:

In the “Members Only View” CNJG members can see the organization’s name, address, phone and website. On the right, you can find other member funders by filtering by Funding Area, Funder Category, County (where the Funder is located), and Staff Size Range:

You can use one or more filters to narrow down the organizations listed. Please note: the filters use the “AND” Boolean logic only. This means if you select both “Education” and “Children” Funding Areas, the filtered list will show only those member funders that fund “Children” AND “Education”. To clear any filters, click on the “X” next to the selection. Newark Funders (51) X ←

To see more information about the Foundation, click on the name of the organization:

(The information displayed comes from your submitted Member Profile Form when your organization joined or renewed. If any organization or contact information is incorrect, please contact [Craig Weinrich](#) at (609) 414-7110 x802.)

The organization profile includes three sections:

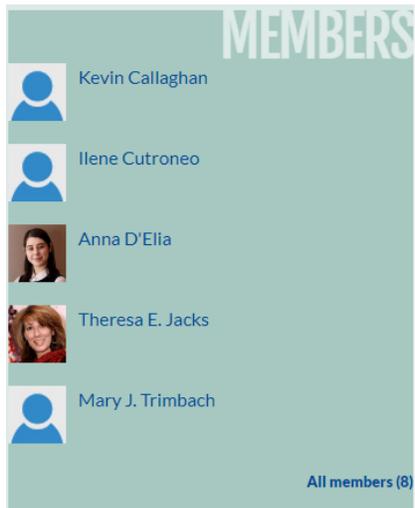
1. The organization's contact information, and any related content CNJG has posted to our website. The email address, website address, and social media logos are hyperlinked. Other information in blue are clickable links to similar CNJG member organizations (county, funder category, etc.):

The screenshot shows the profile for the Council of New Jersey Grantmakers. At the top, there are two tabs: 'ORGANIZATION' (selected) and 'CONTACTS'. Below the tabs are 'VIEW' and 'EDIT' buttons. The profile information includes: Funder Category: Foundation/Grantmaker; County: Mercer; Type: Regional As; Staff Size Range: 6-8. Contact information includes: Address: 1977 Olden Ave, Suite 238, Ewing, NJ 08618; Phone: 6094147110; Email: info@cnjg.org; Fax: (609) 777-1096; Website: http://www.cnjg.org. Social media icons for Facebook, Twitter, and LinkedIn are at the bottom.

2. The organization's Mission, Year Founded, Staff Size Range, Funding Areas, Types of Support, Geographic Funding Areas, Grant Detail Fiscal Year, and more. Some organization's may not have completed this information, so all of these may not show. Each of the boxes are hyperlinked so you can see other members that have that same trait (Type of Support, Funding Area, etc.)

This screenshot shows the 'Mission/Goals' section for the Columbia Bank Foundation. The text states: 'The Columbia Bank Foundation is committed to serving the needs of its local communities. The Foundation actively seeks and focuses on innovative programs that provide a measurable impact in the communities that it serves.' Below this, it lists: Year Founded: 2014; Assets (\$ Amount): 50,135,000; Total Annual Grants (\$ Amount): 1,914,410.00; Annual Giving in NJ (\$ Amount): 1,875,160.00. The Staff Size Range is 1-2. It also shows Number of Grants Made: 392 and Number of Grants made in NJ: 369. Under Funding Areas, there are two clickable buttons: 'ARTS/CULTURE/HUMANITIES' and 'ENVIRONMENT'.

3. The contact names at that organization. Please note: This list shows only the contacts at the organization that have opted-in to being listed on the directory. Please let CNJG staff know if you do want to be listed, or removed from the directory (this will not affect the ability to register an unlisted contact for a program in Part 4).



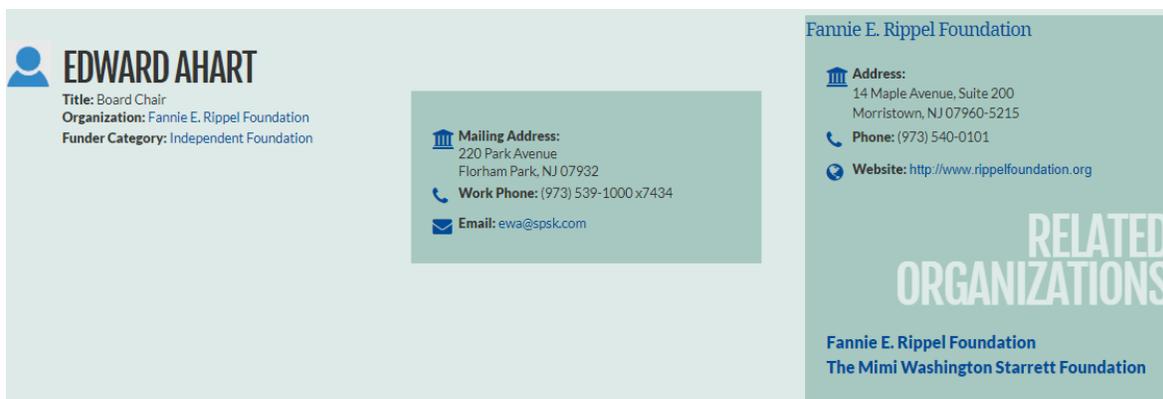
Members are also able to search for individuals. Starting back at the Member Directory start page (<http://www.cnjg.org/directory>), click on **CONTACTS** above the search box to now search for a contact name by typing their name, or by using the filters located on the right to filter by Funder Category and Areas of Interest.

Click on a name to see that person’s contact information and Areas of Interest:



Click on an Area of Interest to see other contacts that have the same interest.

If a contact is affiliated with another organization you’ll see that affiliation under related organizations. For example, Edward Ahart, who, in addition to being the Board Chair of the Fannie E. Rippel Foundation, is on the Board of the Mimi Washington Starrett Foundation.



>>Next>> [Part 4: Register for a Program](#)