


CNJG Website Tutorial – Part 2: Update your Personal/Organization Profile


After you login, you will see your member profile. If you do not see it, click on  ACCOUNT:

Home » Craig Weinrich

[VIEW](#) [EDIT PROFILE](#)

Welcome! Please take a minute to review the information we have on file for you.

If changes are needed, please select the Edit Profile button and then update the appropriate items. Thank you.

 **Craig Weinrich**

Title: Director of Member Services
Organization: Council of New Jersey Grantmakers (edit)
Funder Category: Foundation/Grantmaker
Years in Philanthropy: 2-5 years

Areas of Interest:



ANIMAL RELATED ARTS/CULTURE/HUMANITIES
CAMDEN FUNDERS CHILDREN
COMMUNITY IMPROVEMENT/DEVELOPMENT
CRIME/COURTS/LEGAL DISASTER RESPONSE/RELIEF
EDUCATIONAL EMPLOYMENT/JOBS ENVIRONMENT
FINANCIAL LITERACY FOOD/AGRICULTURE/NUTRITION
HEALTH-GENERAL & REHABILITATIVE HIGHER EDUCATION
HOSPITALS HOUSING/SHELTER HUMAN SERVICES
INTERNATIONAL/SECURITY MEDICAL RESEARCH
MENTAL HEALTH/CRISIS INTERVENTION
MONMOUTH AND OCEAN COUNTIES NEWARK FUNDERS
PATERSON PHILANTHROPY/COUNTEERISM

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COMMITTEE / AFFINITY GROUPS

Emerging Leaders in Phil. -Steering Environment Affinity Group
Finance Investment Affinity Group
Paterson Funders Group
Strong & Thriving Communities
Trenton Area and Mercer County Funders
Camden Funders Affinity Group
Member Engagement Committee
Health & Aging Funders Affinity Group
Culture Funders Affinity Group
New Jersey Corporate Philanthropy Network
Funders for NJ Education Affinity Group
Newark Funders
Ocean & Monmouth County Funders Program Committee

ORGANIZATIONS

Council of New Jersey Grantmakers (edit)

If you need to make changes, click the [EDIT PROFILE](#) button. Here, you can:

- Change your password
- Subscribe/unsubscribe from CNJG emails
- Edit your profile, making it easier for colleagues to find you
- Upload a picture of yourself. (Files must be less than 3 MB. Allowed file types: png, gif, jpg, jpeg. Images must be smaller than 1000x750 pixels)

Some guidance on the profile fields:

- *Reminder: this section is password protected. Only CNJG members can see your profile*
- Any fields with a **red Asterisk** are required
- **Mail Preference** - Click on the blank box for drop-down menu to select which type(s) of communication information/newsletters you want to receive by mail and/or email
- **Organization Name (Update)** - If the name of your organization has dramatically changed from what is listed, please update it here (*please note: all organization name changes will need approval by CNJG staff; this change will not be immediate upon saving*)
- **Twitter/LinkedIn** - Enter your personal account, not your organization's
- **Areas of Interest** - Click on the blank box for the drop-down menu and select any/all of the areas that you are interested in/responsible for/fund
- **Include in Member Directory** - If you do not want your information available to other members, uncheck this box. This will not affect others from your organization being able to register you for a program.

After you have made all changes, scroll to the bottom of the page and click

SAVE CONTACT

Click on **VIEW** to see what other members will see.

If you have the Administrative Contact role for CNJG, at your organization, you will see the organization name in the right column, under Committee/Affinity Groups. *Contact CNJG staff to add/edit who has this role for your organization and see below for definitions of CNJG role.*

To edit the organization information, click **(edit)** You now can edit your company's profile information:

The fields here are similar to the personal profile fields, but these are for the organization.

- *Reminder: the online directory is restricted to members only. Only CNJG members will see all of this information, should you choose to list your organization in the member directory.*
- To change the name of the organization, please contact Craig Weinrich at (609) 341-2022 x4215. You cannot change the organization name or funder category on your own.
- **Funding Areas** - Click on the blank box for the drop-down menu and select any/all of the areas that your organization funds.
- **Twitter/LinkedIn/Blog** - Enter your organization's account, not your personal account.
- **Staff Size Range** - Please use Full Time Equivalents (FTE) to calculate your staff size. (ie. Two part-time employees = 1 FTE). Do not include consultants in this calculation.
- Please base your grant data on the most recent fiscal year, including **Assets, Total Annual Grants, Number of Grants Made, Types of Support, and Geographic Funding Areas.**
- **Include in Member Directory** - If you do not want your information available to other members, uncheck this box.

After you have made your edits, scroll to the bottom and click

SAVE ORGANIZATION

Next, you can add/delete contact affiliated with your organization. Click on **CONTACTS** and you'll see a list of the contacts CNJG has in its database for the organization:

ORGANIZATION CONTACTS

ORGANIZATION CONTACTS

ADD CONTACT

Name	Active	Role for CNJG	Role for Organization	Edit
Active Member	<input checked="" type="checkbox"/>			Edit
Jeremy V. Johnson	<input checked="" type="checkbox"/>		Senior Management	Edit
Mary J. Trimbach	<input checked="" type="checkbox"/>		Consultant	Edit
Tara Simmons	<input checked="" type="checkbox"/>		Consultant	Edit
Kari Williams Tyksinski	<input checked="" type="checkbox"/>		Finance	Edit
Jennifer Sancton	<input checked="" type="checkbox"/>		Consultant	Edit
Alisha Patman	<input checked="" type="checkbox"/>		Administrative	Edit
Craig Weinrich	<input checked="" type="checkbox"/>	Administrative Contact	Senior Management	Edit

INSTRUCTIONS

This lists all of the members of your Organization.

To Add a member, click on **Add Contact**.

To Edit a member, click on **Edit** next to their name.

To Delete a member, *uncheck* the Active box. Please make sure to select **Save** at the bottom when deleting members.

Up to two contacts per organization can have an Administrative Contact Role for CNJG, meaning they can edit the organization information and add/edit contacts. To add/edit the Administrative Contact Role for CNJG, please contact Craig at (609) 341-2022 x4215. See below for CNJG role definitions.

ADD CONTACT

To add a new contact, click

Choose some options

Enter in the new contact's information, including the role at the organization, by clicking on
You can have more than one role.

- Any fields with a **red Asterisk** are required
- These are the same fields on your personal profile. Complete as much as possible. The contact, once he/she logs in to the CNJG website can then edit their own profile.

SAVE CONNECTION

After you have entered in the required data, scroll to the bottom of the page and click

To edit a contact's information, click Edit to the right of his/her name.

SAVE

To delete a contact, uncheck the Active Box. Please select **SAVE** at the bottom of the page when deleting contacts.

CNJG Role Definitions

There are several kinds of interactions any organization manages with CNJG.

- The **Primary Contact** is the face of an organization with CNJG. Most often this is a CEO or ED. Sometimes it's the head of a corporate foundation's philanthropy or giving department
- The **Billing Contact** is the person who receives membership renewal invoices. Your organization can designate up to two Billing Contacts.

- The **Administrative Contact** is the person who is designated to maintain the organization's information on our Member Directory. Your organization can designate up to two Administrative Contacts

These CNJG roles can be performed by separate people or a single person can assume multiple roles, whichever works best for you. You see these designations on the Organization Contacts table. You can re-assign these designations by editing the contact.

>>Next>> [Part 3: Using the Member Directory](#)