

**Do more for your cause
with email marketing**



The email marketing success guide

Plan

Design

Create

Measure

Grow

There's no disputing that email marketing can help you get the word out about your cause. A recent study also says 38% of online donors are inspired to give from an email.

Source: Nonprofit Tech for Good

Your donors and volunteers wake up every morning and check their email. More than half of all emails are now read on a mobile device, and through the course of a day, readers spend an average of 6.3 hours reading around 88 emails.

Source: Litmus, HuffPost & Text Request

Shouldn't your organization be among them?

On the pages that follow we'll show you how to plan your email marketing strategy, design an email that drives action, create better email content, measure your email marketing's impact, and grow your email list from scratch.

Follow this step-by-step plan to send emails your donors will love that drive action to reach your fundraising goals.

You'll learn a simple strategy, broken into quick tasks, to help you manage your time and have more success telling an inspiring story to drive results for your organization.

Most organizations start email marketing with the right goals in mind

They want to increase donations, enroll donors in a monthly giving program, solicit new gifts, recruit volunteers, and strengthen relationships within the community.

But then they struggle. It's easy to feel lost, not knowing what to send or when to send it.

In the end, they send out an underperforming email or just give up without sending at all. Either way, they're leaving donations on the table.

Most times a simple plan is all that's needed to make the most of your email marketing efforts.

An email marketing plan helps you stay focused, motivated, and accountable. With a plan, you never have to wonder what and when you're going to send.

Let's take a look at the three simple steps to planning your email marketing strategy:



Did you know

National Donut Day, the first Friday of every June, was first started by The Salvation Army in Chicago where volunteers handed out donuts to World War I soldiers.

3 simple steps to planning your email marketing strategy

1

Start with your organization's most significant goals

Take a few minutes to jot down the initiatives to support your goals for the year. Do you hold a series of 5K races or an annual gala? Are you raising money to build a new gymnasium? Communicate to donors so they know what goals and programs they're supporting.

Use the [Email Marketing Opportunities worksheet](#) and enter the milestones for each month or quarter that you'll want to communicate.

2

Fill in other key dates like #GivingTuesday and December 31st

#GivingTuesday and December 31st are two big days for nonprofits. Mark these dates down as opportunities. Your year-end tax statement is another great milestone on the calendar to thank and celebrate your supporters.

Are there other times or events throughout the year relevant to your nonprofit to inspire people to give?

3

Plot emails into your calendar

For this step, use our [Email Marketing Calendar](#). This calendar may look simple, but it's essential to achieving your email marketing goals. Use your completed Email Marketing Opportunities worksheet to mark your events and dates from each month onto your calendar.

Next, you'll schedule your email frequency depending on the nature of the opportunity.

Download worksheets [here](#).

In 2017, during #GivingTuesday

there were 2.5 million gifts donated contributing over \$300 million dollars raised online.

Source: [GivingTuesday.org](#)

Most of your emails will have some time sensitivity associated with them, like an event or a donation campaign.

For these time-based communications, we recommend sending a series of at least three emails:

1. An announcement

Depending on the lead time your audience needs, your lead time can be as little as two weeks out or as much as three months out.

2. A reminder

about your event and fundraising goal. Timing may vary, but it should be at least a week out.

3. And a last chance

to take part in the event and fundraising goal. Send as close to the date as possible without being too late for someone to take action.

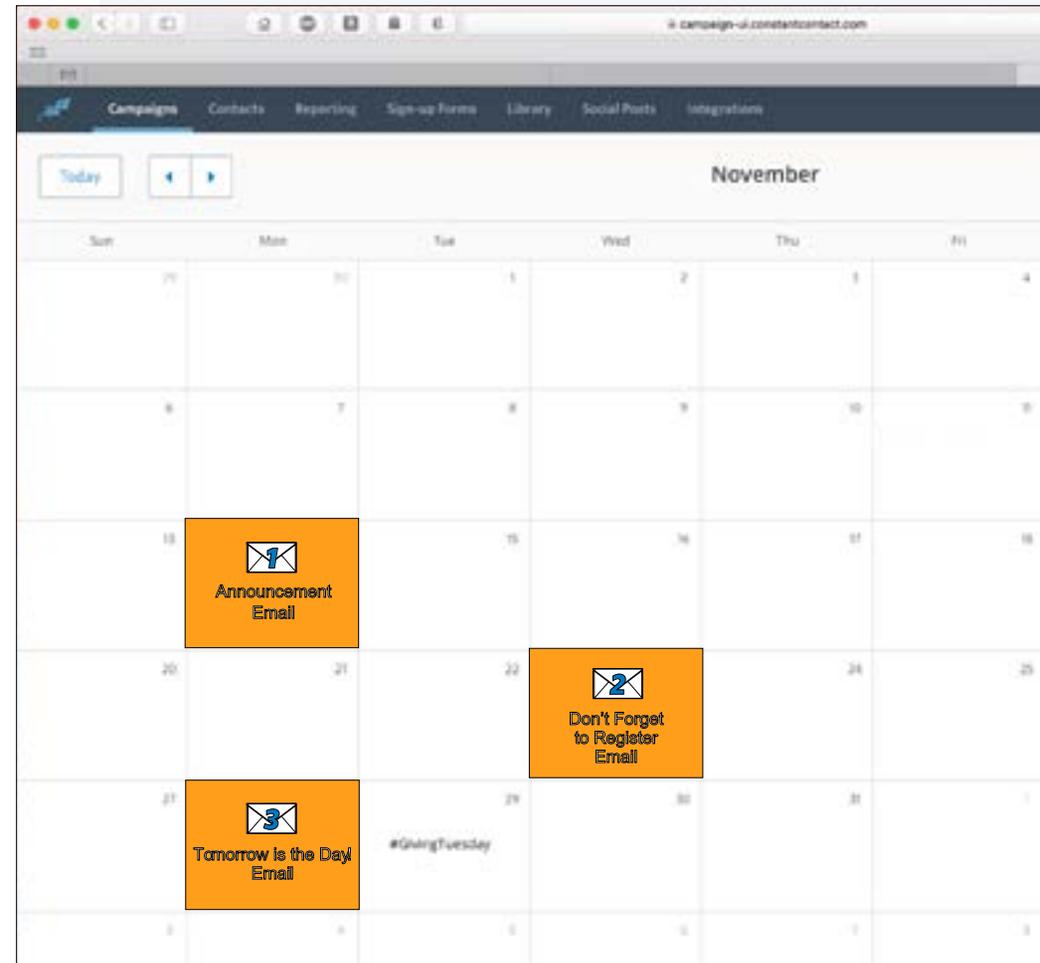
Emails that don't have time sensitivity fall into the category of informational communications.

These messages, focused less on donations and more on sharing information to connect with donors and volunteers, should be scheduled as

necessary, but plan on this type of message at least once a month.

Once you've filled out your calendar, you'll have a document to keep you on track and know exactly when you need to get things done as part of your communication strategy.

Choose a calendar date with an opportunity, for example, #GivingTuesday

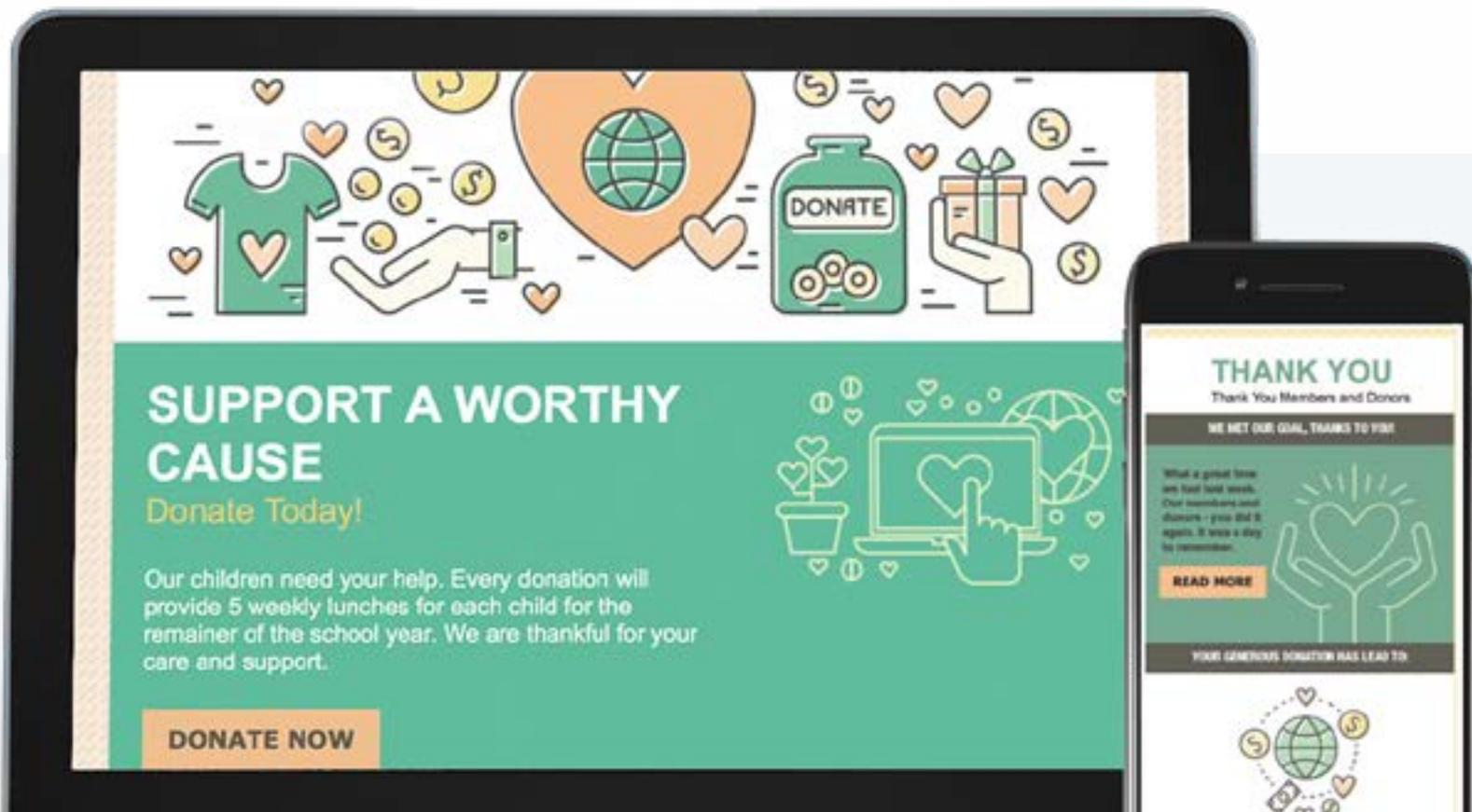


Download worksheets [here](#).

With an email marketing plan in place, you'll be ready to design emails that drive action for your cause.

One of the biggest reasons for underperforming emails is a weak email design

Focus on only the essential elements necessary to convey your message and move your contacts toward taking a specific action that measurably supports your organization.



7 essential elements of email design

To create a marketing email that successfully drive action, include these seven essential elements.

1. Header

The first thing to include in your email is a well-crafted header. Your header contains the From name, the Reply name, and the Subject line. Why is the header a design element? It's because the header is first thing people see in the inbox.

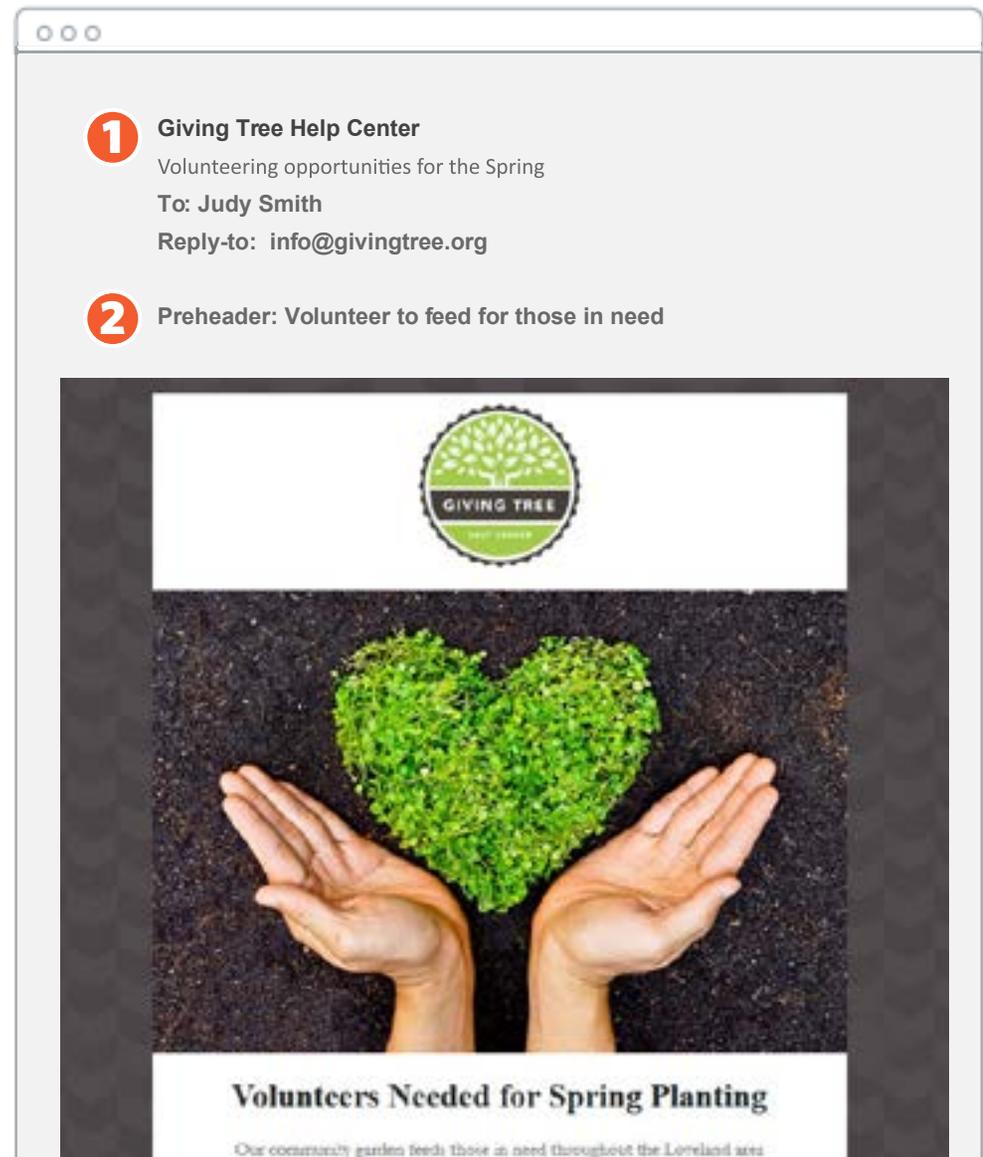
For the from name, use your organization or a recognizable name, so those receiving your email know who sent it. Just like postal mail, the sender plays a vital role in your reader's decision to open it.

For the reply name, use an official email address from your organization that you'll monitor for responses.

For the subject line, ideally, keep it between four to seven words that explain what your email is about as concisely as possible.

2. Preheader

The preheader acts like the second subject line in the preview pane, further enticing people to open your email. You have five to eight words to capture your reader's interest.



3. Organization logo and colors

After the header and preheader, reinforce your brand by placing your organization's logo at the top of your email and incorporate your brand colors.

If your logo and colors stay consistent with your website, your constituents will instantly recognize your organization and email style.

Luckily, email marketing services like Constant Contact make it easy to develop beautiful, branded templates that are easy to read on any device.

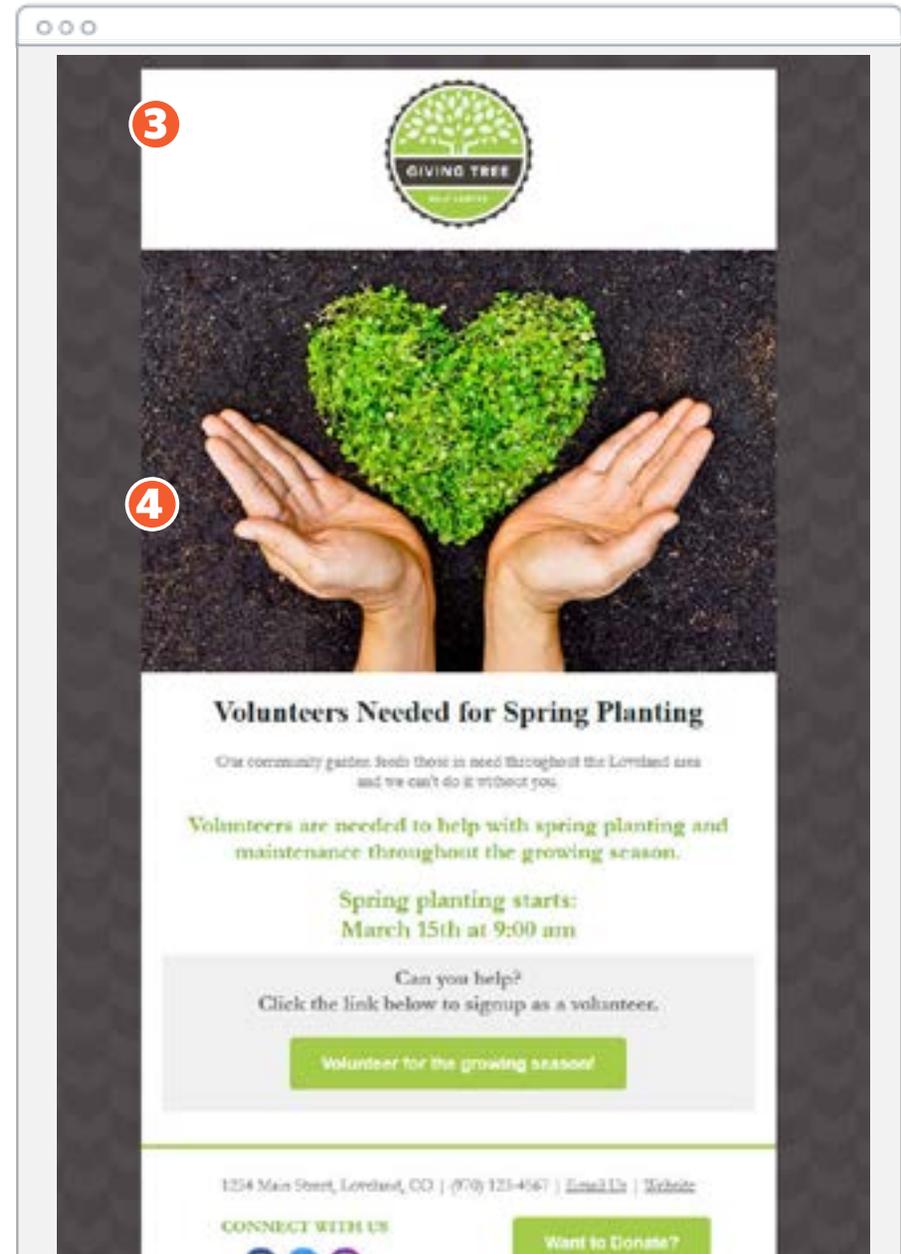
Tip



Don't start from scratch when creating an email. Save valuable time by making a master, reusable template. Just update your content and hit send.

4. Image

Next, include an attention-grabbing image that pulls the reader down into the next section. The image should relate to the content of the email, and be at least 600 pixels wide. Add a link to the image, so if clicked, the reader gets directed to the same destination as your call-to-action. That's what you want your reader to do after reading your email.



5. Text

Below your image, you should write your email content. We'll touch on what to create in the next section. In any case, you want your message to be easily read. When choosing fonts for your emails, keep things simple. Using too many fonts can make your emails look messy and distract from your message.

Start with a direct headline that gets to the core of your message.

Use dark text on a light background for maximum readability, and make your headline larger than the body text (around 22 pt).

In the message body, we recommend using 14 pt text that is either aligned left or centered. If you use more than three sentences, you should left align.

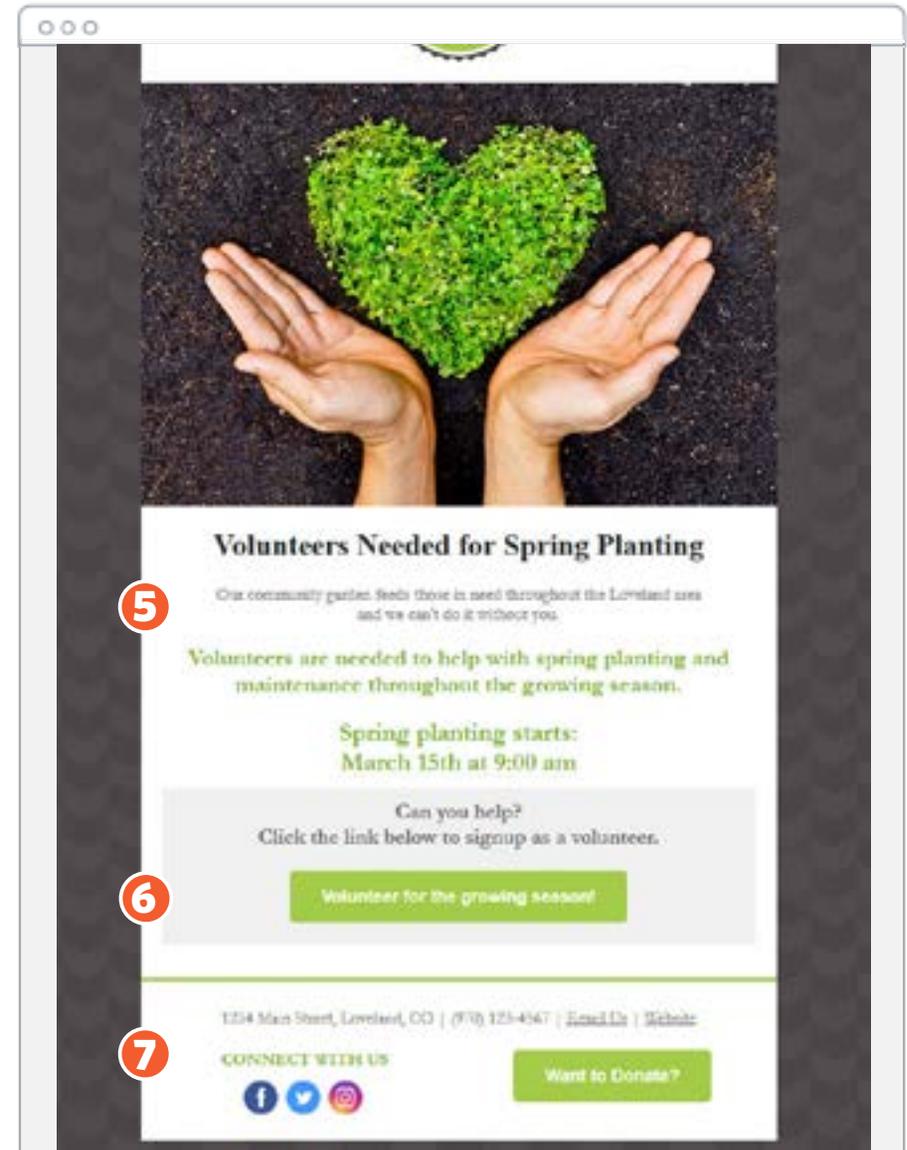
6. Call-to-action (CTA)

The call to action highlights the action you want the reader to take. Make sure you provide direct links to online donation forms, your website, social media pages, and volunteer sign-up forms so it's easy for your supporters to take action.

Make the CTA stand out by using a button with text to direct the reader as to what they should do next.

7. Footer

The final element of your email design, the footer, shows readers useful information about your organization. The footer should include your contact information such as your location, phone number, website, and links to your social media pages. You can even add a consistent donation call to action in this space.



3-step formula to write a successful email

How can you sit down to write strong email content with complete confidence?
Use a simple, three-step persuasive formula to make your writing process fast and effective.

Answer these 3 simple questions to tell a story that leads your reader to action:

1. What are you trying to accomplish?

HEADLINE - State the purpose of your message—right in your headline. Whether it's about the people your organization serves or your donors and volunteers directly, readers should be able to understand the focus of your message in seconds.

2. Why should the reader care?

MESSAGE BODY - Below your headline, write a few sentences to elaborate on the problem. Provide the relevant details and explain why they matter to your reader. Exclude any information that doesn't help your reader take the action you want them to take.

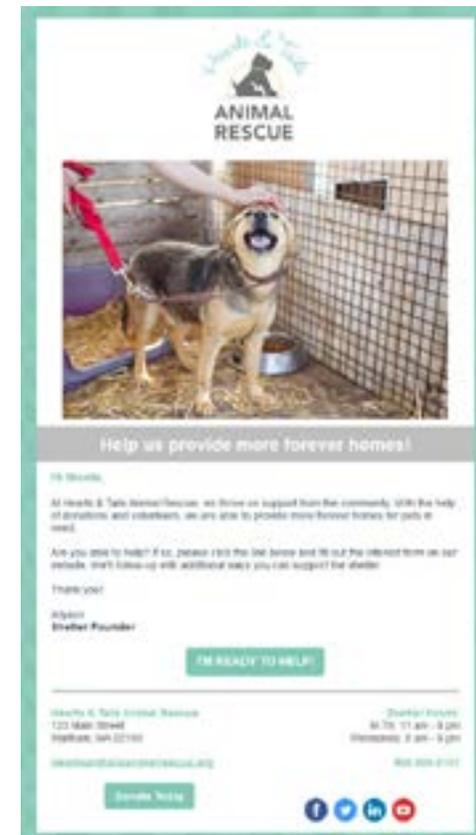
3. How can the reader get involved?

CALL TO ACTION - Invite your reader to take part in solving the problem. Tell readers the next step they should take. This invitation becomes your call to action: feed a hungry child, give clean water, stop the hate, etc.

Best practice



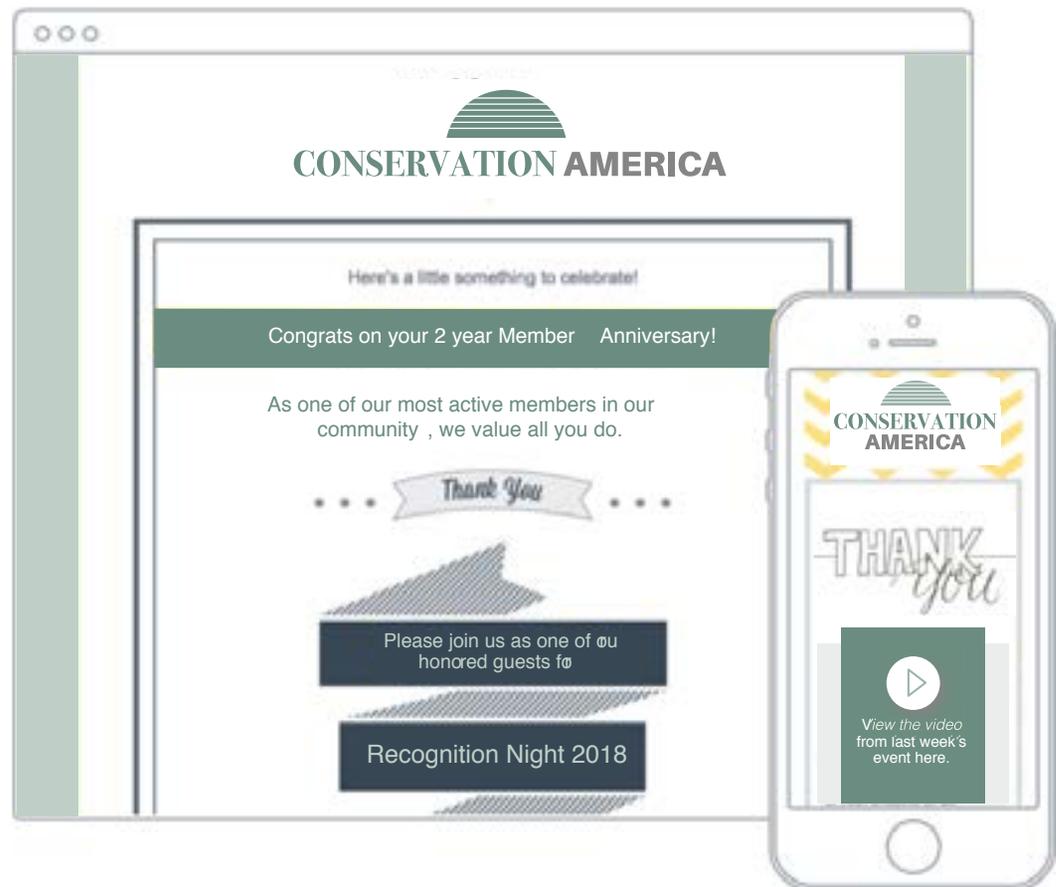
Be sure to personalize your emails with your donor's name and other key information such as the gift amount or your relationship with them, so each of your supporters feels acknowledged individually.



Remember, not all emails need to be about donations.

Here are nine ideas as inspiration for your next email:

- ✓ Send a thank you note
- ✓ Celebrate a milestone or anniversary
- ✓ Highlight one of your volunteers or partners
- ✓ Share a video Preview something you are looking forward to
- ✓ Feature one of your employees
- ✓ Share an interesting article related to your nonprofit's sector
- ✓ Highlight your social media accounts
- ✓ Let your readers know how they can get involved in the community



The triple-a approach to email measurement

If you want to accurately understand the impact of your emails, you'll need to do three things:

analyze, assess, and adjust.

Email marketing without reviewing your email reports is like throwing a message-in-a-bottle into the ocean. It doesn't matter how well planned, designed, or written your message is because you'll never know what happened to it.

How can you see the impact of email marketing and make sure that it's worth your time?

We're going to show you how to use your email reports to see the impact email marketing is having on your organization, using a simple but effective system.

Ready to get started? Let's look at the Triple-A Approach to email measurement.

While email reports are important, you may need to look beyond them to see the full impact of email marketing in your organization.



Nonprofits using Constant Contact saw an average open rate of 20% and a click rate of 8%.

1. Analyze your email reports

The first step of measuring the impact of your emails is to decide what it is you actually want people to do after they read your emails.

Do you want them to donate? Maybe you want them to engage with your email, clicking the link inside and visiting your website. In that case, you should focus on measuring open rate, click-through rate, bounces, and opt-outs (unsubscribes.) If instead, your goal is to solicit feedback from your audience through a survey, you should measure response and completion rate. Measurement strategies will also differ based on the type of email you're sending. Use the [worksheets](#) to help measure your time-based and informational emails.

2. Assess how your emails are supporting your organization's goals

What are the numbers saying about your marketing efforts? See Page 13 to review the terms.

3. Adjust your strategy accordingly

Step back to see the full picture of your email marketing. Don't measure for the sake of measuring. Instead, make sure you measure to understand the impact of email marketing on your organization. Use the worksheets to tie your metrics to your marketing goals.

Email measurement terms you should know

Review the following terms in your email report.

Total sent

indicates the total number of people you sent this message to.

Opens by device

tells you the percentage of people who opened your email on their phone or desktop.

Open rate

shows what percentage of the total number of people who were sent the message opened to read it.

Click-through rate

tells the percentage of clicks an email receives based on the number of contacts who opened the email.

Bounce rate

is the percentage of subscribers who were unable to receive the message. The bounce report gives you a reason for why the system interpreted that they didn't receive the email.

Unsubscribe rate

shows how many opted out of receiving your emails.

3 questions you must answer to grow your email list

The more people you have on your contact list, the more people you have to rally around your cause. For this reason, you should always be looking for more people to give you their contact information. Then you'll be able to reach them in a place they visit every day – the inbox.

Here's how to increase the likelihood of people opting to give you their email addresses.

1. Why would someone subscribe to your email list?

Few people wake up each morning hoping they'll get more emails.

Don't ask for someone to join your email list, but instead, focus on what they'll get in exchange for their email address.

People subscribe to nonprofit email lists because they want to show their continued support for an organization and they want to receive exclusive content.

More people will give you their email address when you highlight the benefits above.

Please join us for a special commemoration of International Women's Day!



BE INFORMED
LET'S RAISE AWARENESS

Featuring a special screening of the powerful documentary
I AM JANE DOE

This powerful documentary, written and directed by Mary Mazzio, chronicles the epic battle that several American mothers are waging on behalf of their under-age daughters, victims of sex-trafficking on backpage.com.

Post film discussion led by
Kaethe Morris Hoffer, Executive Director
Chicago Alliance Against Sexual Exploitation

Thursday, March 8, 2018
5:45 - 8:45 pm
at Unitarian Church of Evanston, 1330 Ridge Avenue, Evanston

5:45 Check-in and Reception
6:15 Film Screening
8:15 Post Film Discussion

Tickets are \$10 (\$5 for students)

[BUY TICKETS](#)

Collaborating Founding Partners:
Northwestern Women's Center, The Woman's Club of Evanston, Evanston Women's History Project

Community Partners:
Delta Sigma Theta Sorority Inc. Evanston North Shore Alumni Chapter, Evanston Public Library, Family Focus Evanston, League of Women Voters, North Shore Chapter of Links, Inc., Northwestern International Center

3 questions you must answer to grow your email list

2. Why would someone subscribe to your email list?

There are three main ways to collect emails: in person, through printed materials, and online.

If collecting at events, feature a sign-up sheet at the registration table that invites people to subscribe for future events or other opportunities to get involved.

To collect via print materials, you can use a Constant Contact feature called Text-to-Join. With Text-to-Join, you choose a keyword that people can text to a set number, they then text their email address and are instantly added to your email list.

Put signage around your event that encourages attendees to use their phones to join your email list. You can also put your Text-to-Join information on your flyers, brochures, and direct mail pieces.

When asking for addresses online, link to your sign-up form in your social media posts/profiles. You can also add a link to your sign-up form in your email signature, and put static and dynamic forms on your website.



3 questions you must answer to grow your email list

2. How should you ask people to sign up?

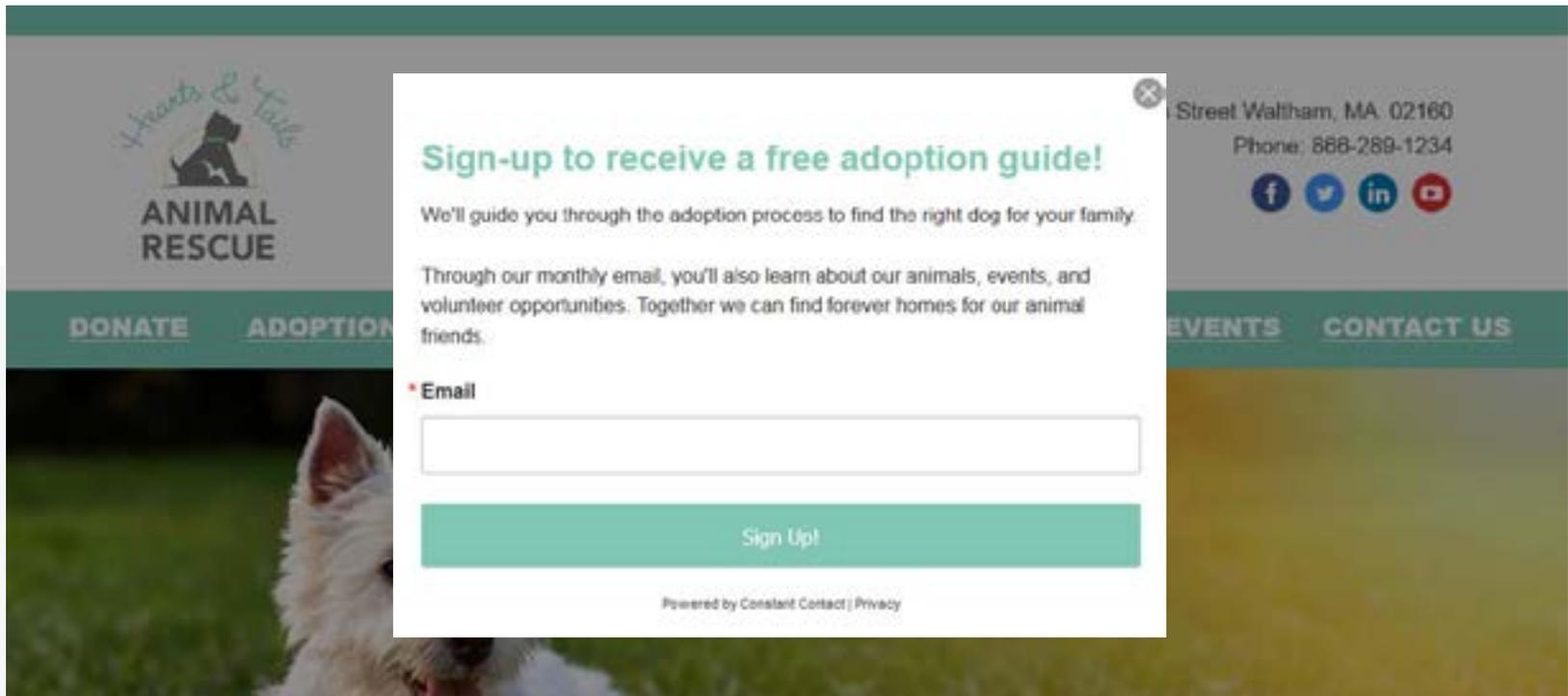
The key to any good list building script, online or in person, is answering four questions most potential subscribers will have.

FIRST, what's in it for them? Explain the value of joining your email list.

SECOND, what objections do they have? Address any potential concerns including the frequency you'll be sending emails, and how easy it will be for them to unsubscribe.

THIRD, how can they sign up? Make it painless and foolproof. Guide them through the sign-up process, and do it for them if possible.

FINALLY, what should they expect next? Explain what happens next and what type of emails they can expect to receive.



The image shows a screenshot of a website for "4 Hearts & 4 Tails ANIMAL RESCUE". A sign-up form is overlaid on the page. The form has a title "Sign-up to receive a free adoption guide!" and a sub-headline "We'll guide you through the adoption process to find the right dog for your family". Below this, it says "Through our monthly email, you'll also learn about our animals, events, and volunteer opportunities. Together we can find forever homes for our animal friends." There is a required email field with a red asterisk and a "Sign Up!" button. The form is powered by Constant Contact. The background website shows navigation links for "DONATE", "ADOPTION", "EVENTS", and "CONTACT US", along with contact information for Street Waltham, MA 02160 and phone number 888-289-1234.

Sign-up to receive a free adoption guide!

We'll guide you through the adoption process to find the right dog for your family

Through our monthly email, you'll also learn about our animals, events, and volunteer opportunities. Together we can find forever homes for our animal friends.

* Email

Sign Up!

Powered by Constant Contact | Privacy

Get better results with targeted emails

Even the best email won't get results when sent to the wrong people. Segmenting your contacts into interest lists allows you to deliver more valuable and relevant content to your readers. Beyond audience segments like donors, volunteers, and board members, consider these segmentation ideas:

Create a list of your most impactful donors

to send personalized acknowledgments of their support and contributions to your cause.

Make new lists for every event you hold.

You can quickly send follow-up messages to attendees of a particular event.

Put together a list of your current donors

who haven't made a gift this year and incorporate them in your annual appeals communications.

Tools for targeted emails

Integrations - Constant Contact integrates with many nonprofit apps and software to help you segment your constituents so you target the right message to the right audience.

Segmentation - Constant Contact's segmentation tools give you the ability to easily identify and group contacts in order to send only the most relevant emails that deliver big results.

Click segmentation - Automatically adds contacts into lists when a reader clicks a link in an email. You can then send more targeted and relevant email campaigns to that group of contacts based on their engagement.

Best practice



Keep your message clear and concise

We've seen that emails with 20 lines of text or less typically receive the highest engagement.

Do more for your business with email marketing

With Constant Contact email marketing, you'll do more than just send great email. You'll drive results for your business, create better content, expand your reach, and more.

