

*An Introduction to*

# **Shared Services**

*at*  **TSNE**<sup>®</sup>

# About TSNE

**Third Sector New England, Inc. (TSNE) is a capacity building organization** that partners with nonprofit organizations to provide the services, programs, and resources they need to support their communities and ultimately, create a more equitable society.

Our services include:

- Shared Services
- Fiscal Sponsorship
- Property Services
- Consulting & Training
- Advocacy & Thought Leadership

# What are Shared Services?



The Shared Services model is specifically tailored by TSNE to provide essential **administrative and operational support to small and mid-sized nonprofits with a 501(c)(3) status**, enabling them to focus on their mission-driven work, while we help manage the back-office supports.

# The Shared Services Team



**Ellen Wang** *(she/her)*  
Senior Director



**Tanita Sello** *(she/her)*  
Senior Portfolio Manager



**Kai Terrell Evans**  
*(they/them)*  
Portfolio Associate



**Sue Lin** *(she/her)*  
Senior Accountant



**Yvonne Rincón** *(she/her)*  
Assistant Controller

# Financial Services | *Overview*

## *Accounting*

Organizations have a dedicated accountant and controller who process payables and receivables, as well as prepare accounts and provide reports for audit.

## *Grants and Financial Management*

The Grants and Finance team oversees general ledger accounts. They provide monthly financial statements from Sage Intacct and hold monthly meetings to provide comprehensive feedback and answer questions.

## *Payroll*

The Payroll team performs payroll processing and allocations to the general ledger. The timekeeping function of our payroll system, ADP Now, assists in tracking paid time off (PTO), vacation and sick leave.

# HR Services | *Overview*

## *Essential*

Ongoing support to organizations with limited HR capacity, featuring:

- Compliance guidance
- Policy and documentation
- Employee support tools

## *Plus*

Strategic one-time engagements with flat-fee structure:

- DEIB-aligned audits
- Compensation Studies
- Performance Management Systems
- Strategic HR design



# Shared Services 2026 Eligibility Criteria

- Small nonprofits (\$350,000 to \$1.5M) & mid-size nonprofits (\$1.5-\$3M)
- Located in Massachusetts (stay tuned for expansion updates!)
- Mission aligned with TSNE – working towards justice and equity
- BIPOC-led and BIPOC-serving orgs prioritized

**Q&A**

*Interested in  
Shared Services  
and want to  
learn more?*

Please contact

**[SharedServices@tsne.org](mailto:SharedServices@tsne.org)**

Check us out on TSNE's website:

**[tsne.org/our-services/  
shared-services](https://tsne.org/our-services/shared-services)**