Professional Certificate in Nonprofit Management

Building Leadership Skills Throughout the Nonprofit Sector

Helen Bader Institute for Nonprofit Management at the University of Wisconsin–Milwaukee
NONPROFIT MANAGEMENT CERTIFICATE

As a nonprofit professional or volunteer committed to developing knowledge and leadership skills (and not currently seeking a master’s degree or graduate level certificate), the Professional Certificate in Nonprofit Management will hone your effectiveness and efficiency.

Earn the certificate by completing all 18 workshops and the half-day capstone session. Mini-certificates are earned throughout the track by completing workshops in five major competency areas:

- Nonprofit Economics and Finances (EF)
- Nonprofit External Relations (ER)
- Nonprofit Human Resource Development (HRD)
- Nonprofit Oversight and Ethics (OE)
- Nonprofit Planning and Programming (PP)

CEUs: 11.2 (112 workshop hours)
Fee: $165 per workshop / $150 per workshop with early registration discount

All registrations and payments are handled through the School of Continuing Education. CEUs are awarded upon completion of each workshop. Please see full registration details at uwm.edu/sce-nonprofit.

I've already shared some of the knowledge attained in the program with my executive director. I plan to use some of the team-building activities in our all staff meeting. As I continue to pursue my own business venture I will apply all the skills and knowledge attained in this course to ensure success!

--Christina Cooper

SCE CERTIFICATE PROGRAMS

Nonprofit Management

THE VALUE OF PROFESSIONAL CERTIFICATES

Gain critical strategies for success, and lead your organization to survive and thrive within the growing nonprofit sector. This noncredit certificate program, from the UWM School of Continuing Education and the Helen Bader Institute for Nonprofit Management, has served nearly 700 individuals and more than 4,000 multiple enrollees since 2002, with a comprehensive curriculum made up of targeted, in-depth workshops.

Participants represent hundreds of greater Milwaukee nonprofit organizations and many sub-sectors within the southeastern Wisconsin nonprofit realm, including: arts, education, faith-based groups, professional associations, social services and more. Agencies of all sizes, demographics and overall missions benefit from the learning experience and networking opportunities that continue well beyond the conclusion of the program.

WHY SHOULD YOU ATTEND?

With a unique blend of theory, group activities and case studies, the program meets the needs of leaders at various managerial levels and those aspiring to lead. Advance your professional development and arm yourself with best practice tools and techniques to apply as soon as you return to your work in the nonprofit sector.

Use the opportunity to share ideas and experiences with other professionals in a comfortable, collaborative environment. Gain the reassurance that you are not alone in your daily challenges as you build the confidence to meet and overcome them.

Designed with the working nonprofit leader in mind, the certificate gives you maximum flexibility. All workshops are stand-alone topics and most of them may be taken in any order. Each workshop is held annually, and led by qualified instructors with at least 15 years working experience within the nonprofit sector and additional teaching expertise. The program continues to receive above average evaluation ratings from past students, year after year.

Join us in our efforts to strengthen the nonprofit sector that we serve!
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<td>Financial Management within the Nonprofit Sector, Part 1</td>
<td>Analyze the principles of financial management for nonprofits. Learn to apply the fundamentals of accounting, budgeting processes, cash flow analysis, expenditure control, long-range financial planning, audits, grants and contracts to nonprofits.</td>
<td>Ethics and Values in the Nonprofit Sector</td>
<td>Explore key moral issues and managerial approaches to promoting ethical conduct among nonprofit employees. Learn how to promote proper conduct, how to manage ethically and how to handle potential problems in enforcing philanthropy rules.</td>
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<td>Financial Management within the Nonprofit Sector, Part 2</td>
<td>Study budgeting and planning, tax issues, and internal/external reporting requirements for financial management.</td>
<td>Legal Concepts Essential for Nonprofit Organizations</td>
<td>Understand the legal frameworks under which nonprofits operate and are regulated. Discuss administrative and tax requirements. Review legal rights and responsibilities involved in the daily activities of nonprofits including boards, executive directors, fundraisers and employees.</td>
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<td>Nonprofit Information Management and Technology</td>
<td>Technology increases your organization’s reach, efficiency and effectiveness. Learn more about information management, technology options, confidentiality, security and legal compliance.</td>
<td>Inclusion Strategies for Nonprofit Organizations</td>
<td>Gain methods for creating an environment that is aware and respectful of the broad spectrum of human diversity, which is imperative for healthy organizations. Increase your understanding of all aspects of inclusion to promote more productive work groups. Learn skills and competencies for working within an inclusive team.</td>
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<td>Legislative Relations for Nonprofit Managers</td>
<td>One of the important roles of the nonprofit sector is to advocate for social and governmental changes. Learn effective methods of public advocacy, whether through direct contact with decision makers or through grassroots campaigns.</td>
<td>Nonprofit Boards and Governance</td>
<td>Explore reasons why boards exist, and examine the roles, responsibilities and relationship to staff. Gain tools for enhancing board effectiveness including recruitment and development, meeting management and self-assessment.</td>
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<td>Creative Nonprofit Leadership</td>
<td>Hone and grow your leadership skills. Focus on effective approaches to lead a team of people to accomplish shared goals. Discover creative ways to achieve positive outcomes.</td>
<td>Developing a Strategic Plan for Your Nonprofit Organization</td>
<td>Learn a model to achieve a critical level of strategic thinking in all employees. Apply the tools to your own agency and identify next steps in creating strategic thinkers on your team.</td>
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<td>Effective Employee Management for Nonprofit Organizations</td>
<td>Discuss critical human resource management issues. Improve your awareness regarding best practices in performance management systems, personnel policies and job designs. Strengthen your knowledge of legal, technical and practical issues, which are important for better controls, compliance and growth.</td>
<td>Nonprofit Organization Development and Analysis</td>
<td>As the leader, you are responsible for assuring that your organization adapts internally to changing times. Learn to assess, introduce and implement change that is successfully incorporated into the organization’s values, culture and operations.</td>
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<td>Fundraising and Revenue Development for Nonprofits, Part 1</td>
<td>Learn the basic types of revenue available to nonprofits. Zero in on principles of ethical fundraising, how to manage the philanthropic process and develop plans that will enhance the effectiveness of staff and volunteers.</td>
<td>Program Performance Measurement and Evaluation for Nonprofits</td>
<td>Identify evaluation techniques that can help managers demonstrate whether programs are operating as designed and achieving desired results. This provides the basis for improvement and support.</td>
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<tr>
<td>Fundraising and Revenue Development for Nonprofits, Part 2</td>
<td>Explore the structure of an effective professional development team, the role of institutional planning in setting fundraising goals, how to create the annual development plan, and how to implement capital campaigns and planned gift programs.</td>
<td>Program Planning and Delivery for Nonprofits</td>
<td>Design programs that achieve your organization’s mission, account for community and environmental needs, and have potential for economic support. Learn to think through the components of a program that increase its likelihood for successful delivery and results, and that help build the case for support.</td>
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When I signed up for the certificate I didn’t know it was going to be a very interactive series of workshops; I had the idea that I would get to the classroom and the instructors would provide us with all the answers and a magic recipe to make us excellent managers in the nonprofit world... instead we were provided with tools that we can apply to help us make the right decisions at the right time.

--Jose Salazar
# Professional Certificate in Nonprofit Management

Capstone Session (Half Day)

Pull together everything you’ve learned in the 18 workshops, make connections, identify common themes, form an overall vision of best practices, and put your plan for success into action. Your certificate of completion will be presented at the end of this workshop.

**Note:** Mini-certificates are awarded to students confirming completion of any of the five major competency areas – Nonprofit Economics and Finances (EF), Nonprofit External Relations (ER), Nonprofit Human Resource Development (HRD), Nonprofit Oversight and Ethics (OE), Nonprofit Planning and Programming (PP).

Professional Certificate in Nonprofit Management workshops can be taken in any sequential order with the exception of Financial Management 1 & 2 and Fundraising and Revenue Development 1 & 2. The Capstone session MUST be taken as the final workshop.

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## ADDITIONAL EDUCATIONAL OPPORTUNITIES

### Introductory Nonprofit Certificate Program ONLINE

Get basic knowledge of the nonprofit world through these self-guided online workshops. Move at your own pace to gain a better foundation before beginning the face-to-face Professional Certificate in Nonprofit Management. Topics include:

- Budgeting in a Nonprofit Organization
- Capital Campaigns
- Fundraising for Nonprofit Organizations
- How to Read a Nonprofit Financial Statement
- Introduction to Grant Writing
- Leadership in a Nonprofit Organization
- Nonprofit Board and Volunteer Development
- Principles of Marketing for Nonprofit Organizations
- Social Media for Nonprofits
- Strategy for Nonprofit Organizations

For more information visit uwm.edu/sce-nonprofit or contact Shirley Burks at 414-227-3157 or sbufford@uwm.edu.

### Two Free Workshops for Nonprofit Newcomers

Take a FREE preliminary step to increase your awareness of the nonprofit sector, and gain an overview of the history and language of nonprofits.

### Diversity in Action: A Historic Look at Nonprofit Organizations

Explore the dynamic contributions of nonprofits to American society, focusing on people of color and their role in leadership. Examine cultural influences on service providers and recipients, and the connection between past and present challenges facing nonprofits.

For more information visit uwm.edu/sce-nonprofit or contact Shirley Burks at 414-227-3157 or sbufford@uwm.edu.

### The Language of Nonprofits

Discover the basic concepts and language of the nonprofit sector, and discuss characteristics that define and differentiate it. Learn commonly used terminology, and understand its unique goals.

For more information visit uwm.edu/sce-nonprofit or contact Shirley Burks at 414-227-3157 or sbufford@uwm.edu.

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## ADDITIONAL RESOURCES

### Bachelor of Science in Community Engagement and Education

414-229-4323

uwm.edu/education/academics/community-engagement-edu/

Gain the capacity to serve in an educational role within institutions such as hospitals, community-based organizations, schools, government and charities. Completion of our Professional Certificate in Nonprofit Management makes you eligible for three credits toward this degree program.

### Graduate Certificate in Nonprofit Management

414-229-3176

www4.uwm.edu/milwaukeeidea/hbi/education/graduate.html

Specifically designed for the leaders and managers of nonprofit organizations, this multi-disciplinary graduate program with a strong focus on the practical application of theory is the first of its kind in Wisconsin.

### Master of Science in Nonprofit Management and Leadership

414-229-3176

www4.uwm.edu/milwaukeeidea/hbi/education/graduate.html

Successfully manage and lead nonprofit sector organizations with essential theoretical knowledge and practical skills.

### Osher Reentry Scholarships

414-227-3321

www4.uwm.edu/sce/program_area.cfm?id=3641

Designed for adults who are new to college or previously started a university program but did not finish, applicants studying aging, arts, early childhood development, education, environmental sustainability, public sector or nonprofit management, and youth work are given special consideration.

### The Nonprofit Portal

www.nonprofitmilwaukee.org

The Portal is a clearinghouse where agency staff can find information on professional development, training and education opportunities in the greater Milwaukee area. This is a project of the UWM Helen Bader Institute for Nonprofit Management, and represents the work of a coalition of nonprofit provider organizations.

### The Helen Bader Institute for Nonprofit Management

www.helenbaderinstitute.uwm.edu

Established in 2001, the Institute functions as a partnership between UWM and Milwaukee area foundations and other nonprofit organizations to improve the leadership and effectiveness of nonprofits.
“I love this topic and could easily have enjoyed twice the amount of time with the instructor and not been bored.”

--Mary Kay Wagner

“This facility is wonderful. The management does a great job. It is always very clean and staff are very helpful and friendly. Excellent program.”

--Marie-Noel Sandavol

LOCATION
Programs will be held at the UWM School of Continuing Education, 161 W. Wisconsin Avenue. SCE is conveniently located in downtown Milwaukee.

For the latest information on getting to and from SCE, visit uwm.edu/sce-directions. The webpage includes access to printable color PDFs of current maps, information about parking, public transportation information and other details relevant to our location.

PROGRAM CANCELLATIONS/REFUNDS*
A full refund is issued to program participants if the School of Continuing Education cancels a program for any reason. Participant withdrawals made at least two weeks (14 days) prior to the start of a program can receive a 100% refund. When a participant withdraws less than two weeks prior to the program start, participants may have their fees transferred one time to any currently available program, otherwise participants will receive a refund minus a 20% administrative fee. For programs with a fee of $35 or less, no refund will be given. Once a program has begun, refunds are no longer issued.

*This policy does not apply to Travel programs or to College for Kids/Teens which have a no-refund policy.

SCE SKILL ENHANCEMENT OPPORTUNITIES

Business Analysis  uwm.edu/sce-ba
Business Process Improvement  uwm.edu/sce-businessimprovement
Business & Management  uwm.edu/sce-business
Customized  uwm.edu/sce-customized
Languages  uwm.edu/sce-languages
Project Management  uwm.edu/sce-pm
Management Development  uwm.edu/sce-mgmt
Small Business Development Center  uwm.edu/sce-sbdc
Social Media  uwm.edu/sce-social
Solution Focused Business Professional  uwm.edu/sce-business
Training/Organizational Development  uwm.edu/sce-ttt
Women’s Leadership  uwm.edu/sce-womenleaders

REGISTER
uwm.edu/sce-registration
800-222-3623 | 414-227-3200
Mon.-Fri., 8am-5pm CST
Gain critical strategies for thriving in today’s growing nonprofit sector. Enhance your career and the community you work so hard to improve through these hands-on workshops.

Register Today for Early Bird Discounts!

For more information:
– Shirley J. Burks at 414-227-3157, sbufford@uwm.edu
– To register by phone, call 414-227-3200.

uwm.edu/sce-nonprofit