Nonprofit Management Certificate Program

The University of Texas
ARLINGTON™
Division for Enterprise Development

CONTINUING
EDUCATION
The University of Texas at Arlington

The Nonprofit Management Certificate Program is designed for entry to mid-level nonprofit employees or those interested in a career in the nonprofit arena to gain management skills, acquire knowledge and understand the full range of management requirements of nonprofit organizations. This program is designed for professionals and volunteers who currently fill or aspire to leadership positions in nonprofit organizations. It will enable participants to develop the basic skills needed to make the best use of community, financial, and human resources that are essential to a nonprofit organization's success. This program is comprised of nine required classes and a choice of three electives and can be completed in less than a year!

Overview:
The Certificate in Nonprofit Management is designed for:
- Entry to mid level nonprofit employees
- Those interested in a career in the nonprofit arena
- Professionals and volunteers who currently fill or aspire to leadership positions

This program can be completed in less than a year!

Course Information:
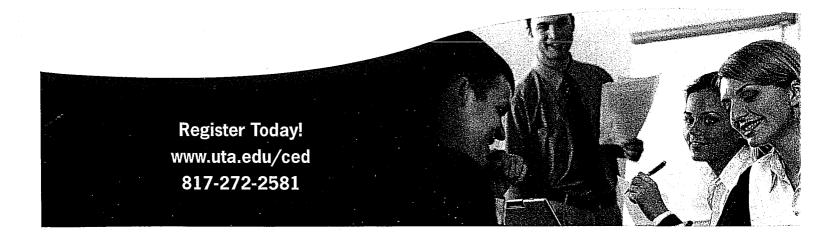- 9 required classes and a choice of 3 electives

Required Courses
1. Leadership of Nonprofit Organizations
2. Strategic Planning for Nonprofit Organizations
3. Basic Fundraising and Income Strategies
4. Board Development
5. Introduction to Nonprofit Financial Management
6. Introduction to Volunteer Management
7. Program Planning and Evaluation
8. Human Resources in Nonprofit Organizations
9. Media Management

Electives
1. Strategic Management for Nonprofit Organizations II: Developing Collaborative Relationships Internally and Externally
2. Event Planning
3. Grant Writing and Proposal Development
4. Donor Research and Cultivation
5. Law for the Nonprofit Sector

How can the Nonprofit Management Certificate Program help me?
- Professional Distinction: Completion of our certificate program could be a competitive edge to earn your promotion or find a new job.
- Employee Advancement: Send your employees through our program to create a sustainable, effective and efficient team.
- Networking: Meet other nonprofit professionals in the area to see how you can benefit one another.

Register Today!
www.uta.edu/ced
817-272-2581

Course Descriptions and Schedules

Leadership of Nonprofit Organizations (Required)

This course analyzes the organizational leadership of non-profit organizations. Practical knowledge and skills are emphasized throughout.

Code: NI5266   Fee: $150
01/15 - 01/17   T, Th, 6:00 pm to 9:00 pm   2 Sessions
Instructor: Froswa Booker-Drew

Basic Fundraising and Income Strategies (Required)

This course covers the fundamentals of effective resource development as they pertain to nonprofit organizations and to nonprofit management positions. Principles and "best practices" of fundraising are studied. Learn the components of a strong resource development plan.

Code: NI5272   Fee: $150
02/18 - 02/21   M,Th, 6:00 pm to 9:00 pm   2 Sessions
Instructor: Froswa Booker-Drew

Basic PR and Marketing for your Nonprofit (Required)

Learn specific knowledge, skills, resources and tools needed to effectively market nonprofit agencies and their programs and services. The course is targeted to those who need to understand and/or apply diverse, cost-effective marketing programs that will attract financial support, volunteers and clients, helping the agency not only survive, but thrive. Also learn how to develop a strong image development plan that will include utilizing tools and resources to build relationships with media organizations to promote the cause of your non-profit and advance your mission.

Code: NI5274   Fee: $150
02/12 - 02/14   T, Th, 6:00 pm to 9:00 pm 2 Sessions
Instructor: Anita Foster

Board Development (Required)

Recruiting the best board members requires attention to ensure that you have the right people on your team. Board development is not about only identifying people with influence to be a part of your organization. In order to have a successful organization, you must identify the necessary skills, networks, diversity and roles to create an effective and efficient board. This course will discuss methods for identifying proper board members.

Code: NI5261   Fee: $150
03/01 - 03/01   Sa, 9:00 am to 3:00 pm   1 Sessions
Instructor: Froswa Booker-Drew

Event Planning for your Nonprofit (Elective)

This course is designed to provide you with instruction and beginning basics to develop the skills expected in the non-profit world. The course emphasizes the planning process from determining goals and objectives to follow-up evaluations and includes discussions on attracting sponsors for events.

Code: NI5275   Fee: $90
03/18 - 03/18   T, 6:00 pm to 9:00 pm   1 Session

Human Resources in Nonprofit Organizations (Required)

This course introduces students to the broad range of strategic and tactical processes and issues involved in managing a workforce. The course addresses issues common to all sectors (for-profit, nonprofit and public), including an overview of critical employment laws, recruitment and hiring, performance management, conflict resolution and resolving performance issues among other issues critical to effective human resource management. Participants will be afforded the opportunity to gain an understanding of the strategic and operational aspects of human resources management.

Code: NI5273   Fee: $150
02/26 - 02/28   T, Th, 6:00 pm to 9:00 pm   2 Sessions
Instructor: Susanne Spartano

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