Intent to complete the Graduate Certificate in Non-Profit Leadership and Management

(please print)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
</table>

| Phone: | Email: |

When do you intend to begin the Certificate Program?

☐ Fall ☐ Spring ☐ Summer Year __________________________

Are you matriculated in a Graduate Degree Program?

☐ Yes ☐ No

If yes, please list the degree program: __________________________________________________________

Student Signature __________________________________________ Date ___________________

Department Approval _________________________________________ Date ___________________
Overview: The Certificate in Nonprofit Management provides students with an introduction to core aspects of management and leadership in the nonprofit sector. The course of study emphasizes an introduction to essential aspects of nonprofit management, an overview of current policy and management issues, the development of analytical skills critical to effective work in the nonprofit sector and specialized course work in aspect of management (such as strategy development or grants management).

The Certificate Program is geared to two types of students, individuals currently working in the nonprofit sector and students in master’s degree programs.

For individuals currently working in the nonprofit sector, the certificate program provides an opportunity to develop a broader understanding of the nonprofit sector and management practices. The certificate program supplements the practical knowledge students have gained from work experience, with an introduction to theory, empirical research, skills and best practices. Course work provides students with a foundation of knowledge about management and leadership in the nonprofit sector that they can use to enhance their performance in their current job or for higher level jobs in the nonprofit sector in the future.

For individuals currently enrolled in master’s degree programs, the certificate in nonprofit management is appropriate for those who foresee using their master’s degree to pursue a career in the nonprofit sector. The certificate program provides management and leadership training to complement the professional knowledge students acquire in their course of study for the master’s degree. In the certificate program, students receive an introduction to relevant theory, empirical research, skills and best practices. Course work provides students with a foundation of knowledge about management and leadership in the nonprofit sector that they can use in future jobs in the sector.

Course of Study

To earn the Certificate in Nonprofit Management, students must complete 15 credits.

There are three required courses:

1. PAFF 551, Introduction to Nonprofit Management and Leadership, 3 credits (offered every fall)
2. PAFF 552, Issues in Nonprofit Administration, 3 credits (offered every spring)
3. PAFF 527, Public and Nonprofit Finance, 4 credits (offered every spring)

Students must take one elective that addresses nonprofit sector issues. Electives include:

1. PAFF 514, Proposal Preparation and Grant Management, 3 credits
2. PAFF 515, Evaluation, 4 credits
3. PAFF 558x, Advanced Topics Seminar in Not-for-Profit Management, 3 credits

Students also must take one two credit analytical skills class. Students may substitute the two credit course with PAFF 510 (Logic of Inquiry, 4 credits) or with another analytical skills course if approved by the Director of Graduate Studies.