The Nonprofit Management Certificate Program (NPI)

The Non-Profit Institute is a certificate program designed to equip today’s nonprofit manager with practical skills for effective leadership.

Each course is designed to:

- Promote the effectiveness of nonprofit leaders, including executive directors, CEOs, managers, and Board members
- Refine the skills of experienced directors as well as help prepare entry level managers for new roles in the organization
- Enhance current job performance by providing a “tool box” of practical skills and knowledge for day-to-day operations
- Promote excellence in nonprofit management

Registration

Fee: $400 (includes all materials, a continental breakfast, and lunch)

Registration deadline: August 15, 2016

Limited to 25 students

Register online at www.jmu.edu/outreach/programs/all/nonprofit

Scholarships

Limited number of partial scholarships are available. For more information about applying for a scholarship, email gibso2kw@jmu.edu.

Scholarship deadline: August 1, 2016

NPI Steering Committee Organizations

NPI Information

For information about the certificate program, visit: www.jmu.edu/outreach/programs/all/nonprofit.

For questions about registration, please contact Kathleen Gibson at (540) 568-4191 or gibso2kw@jmu.edu.

For questions about the content of the institute, please contact Becky Lantz at lantzpr@jmu.edu or Sandra Quigg at sandraquigg@friendship-industries.com.
Creating Nonprofit Excellence

- Opening Session
- Nonprofit Mission, Vision, Values
- What is Nonprofit Leadership?
- Effective Nonprofit Boards

Operating Responsibly

- Ethics and Corporate Responsibility
- Policies and Procedures
- Legal Issues in Nonprofits
- Liability and Risk Management

Cultivating Human Resources

- Stakeholders: Staff, Volunteers, Donors, Clients, Partners
- Breakout Session 1: Managing Staff, Succession Planning (choose one)
- Breakout Session 2: Board Recruitment & Training, Managing Volunteers (choose one)
- Partnerships and Collaborations

Generating Financial Resources

- Resource Development Best Practices
- Breakout Session 1: Cultivating Loyal Donors, Grant Writing Basics (choose one)
- Breakout Session 2: Grant Writing Advanced, Donor Prospecting (choose one)
- Donor Appreciation & Recognition

Communicating Your Story

- What’s Your Message? Who’s Your Audience?
- Branding Your Nonprofit
- Storytelling for Nonprofits
- Finding and Navigating Networks

Planning and Performance

- Annual Planning and Beyond
- Fiscal Best Practices for Nonprofits
- Financial Management Breakouts
- Measuring Outcomes & Impact

Leading Boldly

- What Does Leadership Look Like?
- Personal Leadership Assessment
- Setting Goals and Next Steps
- Graduation Banquet

*Sessions not yet finalized and are subject to change

Location

Institute courses will be held at James Madison University. Directions and parking information will be sent to participants prior to the program start date.

NPI Certificate Curriculum

The Institute offers 40+ hours of professional development instruction; participants must complete at least 20 sessions, not including the Opening Session and Graduation, to receive the certificate in Nonprofit Management.

NPI Registration Form

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
<th>Email Address</th>
<th>Date</th>
</tr>
</thead>
</table>

Payment Information: Your payment must accompany this form. Mail or drop off this form with check made payable to James Madison University to:

JMU Outreach & Engagement
127 W. Bruce St., MSC 6906
Harrisonburg, VA 22807

Credit card payment can only be accepted through online registration. Enrollment is not guaranteed until payment is received.