

The Non-Profit Institute

a professional development certificate program designed to equip today's non-profit manager with practical skills for effective leadership

Each course is designed to:

- Promote the effectiveness of non-profit 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 non-profit management

Sponsored by:



United Way of Harrisonburg
and Rockingham County



JMU
OUTREACH &
ENGAGEMENT



Registration:

Fee: \$320 (includes all materials, meals, and instruction)

Registration deadline: October 1, 2008

Limited to 30 students

Register online at www.jmu.edu/outreach/nonprofit.shtml, or complete the form below and return with payment.

Participant's name

Company or organization (mailing address)

Phone

Email

Please mail registration form and payment to:

JMU Outreach & Engagement

395 S. High St

MSC 6906

Harrisonburg, VA 22807

Please make checks payable to James Madison University.

www.jmu.edu/outreach/nonprofit.shtml

For questions about registration, please contact JMU Outreach & Engagement at (540) 568-4253.

For questions about the content of the institute, please contact United Way of Harrisonburg & Rockingham County at (540) 434-6639.



October 14, 2008 to April 14, 2009
(second Tuesday of each month)

8:00 a.m.—3:00 p.m.

James Madison University
Harrisonburg, VA

The Institute offers 38 hours of professional development instruction; participants must complete 30 hours (15 of the 19 courses, not including the Opening Session and Graduation) to receive the certificate in Non-Profit Management.

Tuesday, October 14, 2008

- Opening Session
- Building Better Volunteer Boards (Jim Berg & Keith May)
- Leadership: Inspiring and Influencing Others (Rich Harris)

Tuesday, November 11, 2008

- Financial Management Part I (Judith Trumbo)
- Communication Skills (Dawn Miller Sander)
- Special Fundraising Events (Elly Swecker & Mary Rodihan)

Tuesday, December 9, 2008

- Cultivating Donors to Sustain Your Mission (Tassie Pippert & Les Helmuth)
- Developing & Implementing a Strategic Plan (Henry Reeves)
- Public Relations & Marketing on a Shoe String (Patricia May)

Tuesday, January 13, 2009

- Financial Management Part II (Kevin Humphries)
- Legal and Ethical Issues (Dale Davenport & Dillina Stickley)
- Grant Writing (Karen Ford)

Tuesday, February 10, 2009

- Liability and Risk Management (Troy Suter)
- Legislative Advocacy as a Tool (Karen Ford)
- Writing a Business/Operating Plan (Henry Reeves)

Tuesday, March 10, 2009

- Human Resource Issues (Patricia Craft)
- The Volunteer Advantage (Barbara Roadcap)
- Policy & Procedure Development (Chuck Flick)

Tuesday, April 14, 2009

- Measuring and Documenting Outcomes (Betsy Hay)
- Collaborations & Partnerships (Tim Ruebke)
- Graduation Luncheon

All Institute courses will be held at James Madison University's Memorial Hall, in the Hiner Room. Directions, maps, and parking information is available on our website, and will also be sent to participants after registration.

Limited partial scholarships may be available; please call United Way at (540) 434-6639 for more information.



For complete schedules, descriptions, instructor biographies, directions, or to register, visit www.jmu.edu/outreach/nonprofit.shtml.