

NONPROFIT MANAGEMENT & LEADERSHIP PROGRAM



CREDIT COURSES

Leadership And Management In Nonprofit Organizations (4940) 3 credit hours

PPA/Pol Sci/Soc Wk/Soc 4940 Wednesdays, 6:55 p.m.—9:35 p.m. August 26–December 16

This core course addresses the role and scope of the independent sector in the United States, as well as the leadership and management of nonprofit organizations within that sector. Topics include the economic and political scope of the independent sector, the role of volunteerism in a democratic society, and the role and scope of philanthropy. Topics in voluntary organization management and leadership include: 1) the dynamics functions and membership structure of NPOs, especially staff/board and other volunteer relations; 2) governance and management of NPOs; 3) resource mobilization and 4) program development management and evaluation.

American Philanthropy Nonprofit Resource Development (4960) 3 credit hours

PPA/Pol Sci/Soc Wk 4960 Tuesdays, 6:55 p.m.—9:35 p.m. August 25–December 15

This course addresses the history, philosophy, roles, and scope of philanthropy in the United States, including its role in the non-profit, voluntary sector. It further examines the contemporary forces which impact philanthropy and charitable giving, both by institutions and individuals. The course especially studies the effective planning and management of development programs within a non-profit organization. The latter includes studying various sources of funds, fund-raising programs (e.g., annual giving), fund raising vehicles (e.g., mail solicitations) and the fund-raising process, from planning through donor relations.

Management Issues in NPOs

(Cross-listed under PPA, Pol Sci, and Soc Wk)

Staff Management Issues in NPOs (4913) 1 credit hour

Friday & Saturday, September 11-12 9 a.m.— 5 p.m.

This core course addresses fundamentals of staff supervision, such as balancing supervisory processes with coaching and counseling; selecting, hiring, evaluating, and terminating staff; and legal considerations that affect these procedures.

Legal Issues in Governing and Managing NPOs (4912) 1 credit hour

Friday & Saturday, October 2-3 9 a.m.— 5 p.m.

This core course will examine important legal issues that confront nonprofit organizations, both from the perspective of the board of directors and that of managers. Students will learn the basic laws and legal concepts that govern the formation and tax-exempt status of nonprofit organizations. Other topics include nonprofit reform, comparisons of foundations and public charities, and director and officer liability.

Financial Issues in Managing NPOs (4911) 1 credit hour

Friday & Saturday, November 6-7 9 a.m.— 5 p.m.

This core course is intended for general staff and executives, as well as board members of NPOs, who must understand and apply financial knowledge in their management and governance roles. It covers cash-flow analysis, budgeting, fund accounting, cost accounting, and understanding financial statements, including balance sheets, cash-flow statements, statements of activity, and operating and capital budgets.

Tuition for the above courses is based on the per-credit-hour rate for the Fall 2009 semester

For more information call (314) 516-6713 or go to www.umsi.edu/npml

FALL 2009 NON-CREDIT COURSES

The three courses in the **Management Issues for NPOs** series listed on the reverse can also be taken for continuing education credit. Each course is 1.4 CEUs. When taken for continuing education credit, the fee is \$180 for each course.

Nonprofit Board Member Legal Issues: Duties, Liabilities and Protections

Wednesday, August 12

3 p.m.— 5 p.m.

Instructor: Dan Sise, Nonprofit Management & Leadership Program

Cost: \$25

This class is intended for anyone who serves or is considering serving on the board of a nonprofit organization. Topics covered will include board member duties, liabilities, and legal protections, both in the form of insurance and indemnity, as well as statutory protection from liability. Of particular note for attorneys, or nonprofit organizations that want to recruit attorneys, will be a discussion of the Missouri Bar's goals for attorney pro bono work, and whether that pro bono goal can be satisfied by service on a nonprofit board. Missouri Bar CLE credit applied for.

WHAT PARTICIPANTS ARE SAYING ABOUT NPML PROGRAMS:

"I loved the course! So glad I had this opportunity."

- Participant of Leadership & Management of Nonprofit Organizations

"One of the best, most interesting classes I ever participated in."

- Participant of Staff Management Issues for Nonprofits

"All information is directly applicable to my work as a new nonprofit executive."

- Participant of Financial Issues for Nonprofits

"By far the most informative course I've taken in terms of providing practical information. I feel I have a good handle on fundraising."

- Participant of American Philanthropy & Nonprofit Resource Development

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