

Nonprofit Management

Professional Development Certificate Program



For more than six years, the Nonprofit Management Certificate Program has provided aspiring and current nonprofit leaders with hands-on experiential and problem-focused learning, equipping them with the skills and tools needed for career success.

Overview

The Nonprofit Management Certificate Program provides accessible, relevant and cost-effective management training, filling a well-recognized gap in the nonprofit sector. Topics include board development, financial management, grant writing and integrated marketing communications. Students may take individual courses or take all seven to earn either the Fundamental Management Skills Certificate or the Nonprofit Leadership and Strategic Management Certificate.

Intended Audience

Students in this program are either managing the day-to-day work of a nonprofit or are making strategic decisions, setting policy and helping set the organization's vision at various levels of leadership.

Program Objectives

- Provide a solid grounding in critical aspects of nonprofit management, including board development, financial management, fundraising and program evaluation, leading to enhanced skill sets, confidence and credibility
- Transmit resources and tools to stay current with emerging trends, persistent challenges and promising practices

Cost and Length of Study*

Each certificate consists of seven courses and costs \$2,065, plus a \$50 certificate fee. Each course costs \$295 and is 10 hours in length.

Students may complete the Fundamental Management Skills Certificate Program in four months or the Nonprofit Leadership and Strategic Management Certificate Program in eight months.

**Subject to change*



"The College of Extended Learning's nonprofit management program does a great job introducing the elements of a nonprofit. The professors are very knowledgeable and have hands-on field experience that is extremely relevant. The program is also a great networking tool and provides exposure to many nonprofits and foundations in the Bay Area."

– Amanda Phillips
Administrative Assistant, BTW Informing Change

Curriculum*

Fundamental Management Skills Certificate

Course #	Required Courses
PA 9004	Introduction to the Nonprofit Sector
PA 9019	Budgets and Cash Flow
PA 9006	Financial Management in Nonprofits
PA 9007	Grant Writing
PA 9008	Volunteer Management: From Boards to Bag Stuffers
PA 9024	Integrated Marketing and Communications for Nonprofits
PA 9010	Special Events Planning

Nonprofit Leadership and Strategic Management Certificate

Course #	Required Courses
PA 9025	Nonprofit Formation and Governance: The Legal Nuts and Bolts
PA 9012	Board Development
PA 9023	Leading in Context
PA 9021	Nonprofit Resource and Fund Development: An Overview
PA 9022	Strategic Planning Essentials
PA 9026	Measuring Your Impact: An Introduction to Program Evaluation
PA 9018	Strategic Communications in Times of Crisis or Change

*Subject to change

Jennifer Shea, program director | 415.817.4462 | jshea@sfsu.edu
Robert Martin, program coordinator | 415.817.4270 | robertm@sfsu.edu

cel.sfsu.edu/nonprofit

Professional Credit: Continuing Education Units

Credit is recorded as continuing education units (CEUs), which provide a standard of measurement for nondegree educational experiences. CEUs cannot be applied to a degree. Each certificate is seven CEUs.

Admissions

There is no formal application or admissions process for these courses. Interested students simply register and pay for courses they wish to take.

Requirements

There are no formal requirements or prerequisites to fulfill prior to enrolling in courses for either certificate program. However, it is expected that students who take these courses already have a basic understanding of the nonprofit sector.

"The [Financial Management] instructor was very passionate about the subject and is extremely knowledgeable. The information received is far beyond my expectation. It was very relevant to the nonprofit that I currently manage; totally invaluable."

– Sharron Dawkins,
Operations Manager
Lottie Johnson Memorial Housing Inc.

835 Market Street, 6th floor
Above Powell St. BART/Muni
cel.sfsu.edu
415.405.7700

