



# The Essentials of Nonprofit Administration

*Enhancing Skills—Improving Programs*

## DATES

First Wednesday of each month starting September 2, 2009 and ending May 5, 2010. (Exception: October 6)

## LOCATION

Location will be rotated between Alexandria and Fergus Falls.

## QUESTIONS

For more information or questions on the program, please call: United Way of Douglas & Pope Counties office at 320-763-4840 or Holly Witt, Nonprofit Resource Specialist, Bremer at 320-589-1424.

## PROGRAM DESCRIPTION AND HOW YOU WILL BENEFIT

This training is designed to address today's critical issues that nonprofit organizations face daily. Participants of the program will experience an interactive, experiential learning of the program focus areas. In addition, there will be opportunities for networking with the other nonprofit professionals and learn practical application techniques.

## WHEN ARE THE SESSIONS?

"The Essentials of Nonprofit Administration" will meet the 1<sup>st</sup> Wednesday of each month beginning September 2, 2009 and ending May 5, 2010 (with the exception of October 6th, which is on a Tuesday). Beginning at 9:00 a.m. and ending at 4:00 p.m., the morning will showcase subject matter experts while the afternoons will be interactive discussions featuring real-life learning from your colleagues and other nonprofit professionals.

## WHO SHOULD ATTEND?

Presidents, executives, employees and leaders of nonprofit organizations are the targeted audience for this leadership training. Participants will attend all nine sessions to successfully complete the program.

## WHAT IS THE COST?

\$350.00 per participant is your cost for the entire program, which includes lunches. Class size is limited to 24 participants. A limited number of scholarships may be available to reduce the cost. Please contact us at [unitedw@rea-alp.com](mailto:unitedw@rea-alp.com) to see if you are eligible.

## HOW DO I REGISTER?

You can go to [www.uwdp.org](http://www.uwdp.org) to register online or you can call the United Way of Douglas & Pope Counties - (320) 763-4840.

## SPONSORS

The program is sponsored by Tastefully Simple, West Central Initiative, Bremer Bank, Alexandria Technical College, and United Way of Douglas & Pope Counties, in partnership with Minnesota State University, Moorhead, with additional funding from the Otto Bremer Foundation.



United Way of Douglas, Pope, and Otter Tail Counties

# Program Focus Areas

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**Mini sessions will include information on the challenges that nonprofits will be facing with the current economic situation.**

- **Nonprofit Governance**  
September 2, 2009  
Board recruitment and training, measures for evaluating efficiency and effectiveness, the 501c3 legal context.
- **Legal Issues Facing Nonprofits**  
Please Note: Tuesday, October 6, 2009  
Laws governing charitable contributions, liability issues, 501c3 requirements and the new 990 form.
- **Financial Management (Raising Revenue)**  
November 4, 2009  
Fundraising, grant-writing, outcome assessment.
- **Financial Management (Expenditures and Controls)**  
December 2, 2009  
Budgets as a strategic tool, record-keeping, reporting requirements, financial statements for non-financial managers.
- **Human Resource Administration (Staff & Volunteers)**  
January 6, 2010  
Recruiting, training, retention, recognition, salaries, benefits, facilitating staff/volunteer interactions.
- **Marketing Programs and Services**  
February 3, 2010  
Finding market niches, clientele relations, media relations and advertising.
- **Strategic Planning**  
March 3, 2010  
SWOT analysis, environmental scanning, how to make a strategic plan operational, finding and incorporating a "perspective."
- **Program Development and Collaborative Relationships**  
April 7, 2010  
Feasibility analysis, program evaluation and adaptation, partnerships, joint-administration concerns.
- **Leadership**  
May 5, 2010  
Mission, values, vision; empowering employees, modeling-building trust with others, behaviors and personalities.