

# Nonprofit Management

Graduate Certificate in Management of Nonprofit Organizations

COLLEGE OF PUBLIC AFFAIRS AND ADMINISTRATION

It takes a special skill set to manage an organization where the bottom line is not financial but the level of excellence achieved in helping the underprivileged, promoting the arts, or empowering through education. At the same time, a nonprofit manager must also build the expertise found in traditional management - finance, organizational governance, human resources, administration and even entrepreneurial drive. In this certificate program, some of the top practitioners and scholars in the state will show you how to further a cause by meeting the unique challenges of nonprofit management.

## ADVANTAGE UIS

- **Convenience.** Courses in the certificate program are offered in convenient evening, online, and weekend-intensive formats in order to allow professionals the flexibility to pursue both their careers and their education.
- **Choice.** Earn the certificate part-time without being formally enrolled in any UIS graduate degree program, or complete it as part of a degree program, including the Master of Public Administration. You decide what best fits your needs.
- **Practical know-how.** Our full time faculty members have been there. We integrate our personal experience with cutting edge theory and technique. We also bring in adjunct instructors who serve the community as full time, nonprofit managers in venues such as the Office of Illinois Courts, the Illinois Alcohol and Drug Dependency Association, and the Illinois Tax Increment Association.

## When money truly is not the object.

Nonprofit managers must find creative ways to generate operating finances and attract high-caliber employees without the lure of big money. Not surprisingly, administration majors are in high demand in the nonprofit sector. Equally important, however, are professionals who believe in the cause, are skilled at human contact, have good intuition, and can motivate staff through a common vision and harmony. You can learn the rest. In this program we focus on marketing, fund-raising, financial management, and human resources.

## Job Outlook.

There are more than 50,000 nonprofit organizations in Illinois alone. Expect that number to grow over the next decade as governments decrease the number and scope of social services that they provide and nonprofit organizations spring up to fill the void.

## Who should earn this certificate?

The Graduate Certificate in the Management of Nonprofit Organizations is intended for professionals in the field of nonprofit management, for individuals who work closely with nonprofit organizations, or for those who are beginning their careers and wish to prepare for a career working in or with nonprofit organizations.



Wise Words

John Hassig  
Certification in Nonprofit Management  
M.P.A. - Public Administration – Community Arts  
Management, Director of Performing & Visual Arts,  
Programs & Facilities, University of Wisconsin –  
Platteville

“The program was very thorough in its preparation of graduates for careers in the nonprofit field. I found that the companies I have worked for truly valued the experience I received at UIS. The professors were (and continue to be) helpful in my career and instrumental to the success I have achieved. I highly recommend it to anyone considering work in nonprofits.”

The Graduate Certificate in Management of Nonprofit Organizations is intended for professionals in the field of nonprofit management, for individuals who work closely with nonprofit organizations, or for those who are beginning their careers and wish to prepare for a career working in or with nonprofit organizations. You may be part of the growing trend of older professionals who make the move from corporate life - taking their solid business expertise onto this more altruistic path in their remaining work years.

**Faculty:** Beverly Bunch, Tansu Demir, Jung Wook Lee, Will Miller, Patrick Mullen, Brent Never, Anthony Sisneros, practitioners and experts.

**Entrance Requirements**

Applicants to the Graduate Certificate in Management of Nonprofit Organizations must apply to the University of Illinois at Springfield, as well as to the Public Administration program. Applicants are not required to provide GRE or GMAT scores.

**Certificate Requirements**

Students must select from the following to total 20 credit hours. Students must earn a grade of B or better, a B- does not qualify, in each of the classes in order to qualify for the certificate. (Not available online)

**Graduate Certificate in Management of Nonprofit Organizations Courses:**

HMS 584 Intro to Nonprofit Management	4 Hrs.
PAD 543 Marketing for Public and Nonprofit Organizations	4 Hrs.
PAD 544 Fund Raising for Public and Nonprofit Organizations	4 Hrs.

**Organization Dynamics. Choice of:**

HMS 538 Social Services Administration	4 Hrs.
PAD 502 Organization Dynamics	4 Hrs.
BUS 541 Organizational Behavior	4 Hrs.

**Human Resource Management. Choice of:**

PAD 505 Human Resource Management	4 Hrs.
MGT 431 Human Resource Management	4 Hrs.
PAD 448 (or LES 486) Legal Aspects of Nonprofit Organization Management	4 Hrs.

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- Applying for Admission to UIS

**To view course descriptions**

[www.uis.edu/uiscatalog](http://www.uis.edu/uiscatalog)

**CONTACT INFORMATION**

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**Web site**  
[www.uis.edu/publicadmin.html](http://www.uis.edu/publicadmin.html)

Office of Admissions  
(217) 206-4847

Or Toll free at (888) 977-4847  
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[www.uis.edu/admissions](http://www.uis.edu/admissions)

*IMPORTANT!* — Information effective fall 2007. Subject to change without notice. The information is not to be considered final, nor does it constitute a contract between the student and UIS. See [uis.edu/uiscatalog](http://uis.edu/uiscatalog) for current program requirements.

