

Kauai Community College

Not-For-Profit Management Certificate Program



UNIVERSITY of HAWAII*
KAUAI
COMMUNITY COLLEGE

May 7 to December 17, 2011

Saturdays 9:00 a.m. - 1:00 p.m.

**KCC Campus
OCET Multi-purpose Building**

Program Cost

The complete series for Certification = **\$800**
or

Mix & match individual modules 2 through 7 to
fit your specific needs.

Individual modules = **\$150** each

Those seeking to obtain a Not-for-Profit Management Certificate may be eligible for \$700 of tuition assistance. For more information please contact the KCC Office of Continuing Education & Training at 245-8351.

Kauai Community College
Office of Continuing Education &
Training

3-1901 Kaumualii Highway
Lihue, HI 96766

Phone: 808 245-8318

Fax: 808 245-8271

With over 8,600 NPOs currently registered in Hawaii, it is imperative to have continuing education opportunities to support the growing management needs of these Not-for-Profit Organizations.

This course is perfect for new or aspiring Executive Directors, Board members and staff of small to mid-sized Not-for-Profit Organizations.

Build relationships and learn from leading local community-based Not-for-Profit sector professionals.

Gain fundamental skills in crucial management areas.

This Certificate program is an 8 module series. Each course covers 12 hours of class time over 4 sessions. The modules include:

1. Introduction to NPO Management
2. Governance, Legal Issues, and Board/Staff Partnership
3. Mission, Outcomes and Planning
4. Fundraising
5. Financial Management
6. Community Relations/Marketing
7. Human Resource Management
8. Series Integration: Case Study, Project and Evaluation

This non credit certificate program that covers fundamental management skills rather than an advanced training opportunity for the tenured Executive Director. There are no specific requirements for admission to this program although previous college work is an advantage.

The classes are tailored to 501 (c)(3) Not For Profit organizations.



Application for Tuition Assistance

Not-for-Profit Management Certificate Program

Kaua'i Community College Office of Continuing Education and Training

Applicant Information

Applicant Name: _____ Date: _____
Last First M.I.

Mailing Address: _____
P.O. Box, Street #

_____ City Zip Code

Phone Number: _____ Email: _____

Not-for-Profit Affiliation

NPO Name: _____

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Name of NPO contact: _____

Title: _____ Phone: ()

Applicant Criteria Information

1. Are you a current employee of the Non-profit listed above? Yes No

I am employed: Fulltime Part time

Position of employment / job title: _____

Your primary job duties: _____

- | | | |
|--|--------------------------|--------------------------|
| 2. A letter of financial need from an executive officer of the applicant's non-profit is attached. | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. A letter of recommendation for this program from the applicant's non-profit's board of directors is attached. | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Please provide a brief statement on how your non-profit will benefit from your receipt of this certification.

I certify that the information I have provided on this application is true and correct. I understand that in order to receive the Not For Profit Certificate, I must successfully complete all eight modules and that attendance at all classes is required.

_____ Applicant's Signature Date

DO NOT WRITE BELOW THIS LINE

- Approved
 Not Approved

_____ Authorized OCET Signature Date

Program Attendance:

Arrangements to make up the work in any missed sessions must be made in order to receive the Certificate of Professional Development. If you miss a module you have paid for, you can attend it without charge the next time the program is offered. However, it is not guaranteed that the NPO Management Certificate Program will be offered in subsequent years.

Registration:

Please register early, enrollment is limited and will be accepted on a first-come, first-served basis. If you do not receive a registration confirmation by mail within a week of registering, please call our office to verify your course enrollment.

Refund/Cancellation Policy:

Refunds are permitted by phone, fax, email, or mail (postmarked) at least three business days prior to the start of the class. Please allow 6-8 weeks for refund processing.

Non-Discrimination Policy

The University of Hawai'i is an equal opportunity / affirmative action institution and is committed to a policy of non-discrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers admission and access to and participation, treatment, and employment in the University's programs, activities, and services. For more information on equal opportunity and affirmative action policies and complaint procedures for the Kaua'i Community College Campus contact: JoRae Baptiste, EEO/AA & Title IX Coordinator at 245-8323.

ADA Disclosure

If you have a disability and have not voluntarily disclosed the nature of your disability and the support that you need, you are invited to contact the Student Services Office at 245-8212. For disability accommodations with OCET classes, contact Jennifer Defuntorum at 245-8318. Advance notice is requested.

Disclaimer

Kaua'i Community College programs do not, through their content, mode of presentation, or promotion, make promises, either explicit or implicit, of financial or business gain, job placement, or physical or emotional cures.



UNIVERSITY of HAWAII®
KAUAI
COMMUNITY COLLEGE

Office of Continuing Education & Training

Not-For-Profit Management Certificate Program

Presented in cooperation with
Kapi'olani Community College

FOR MORE INFORMATION

PHONE (808) 245-8351

TO REGISTER

PHONE (808) 245-8318

The Office of Continuing Education & Training
Kaua'i Community College
3-1901 Kaumuali'i Highway
Līhu'e, Hawaii 96766
Website: www.kauai-hawaii.edu/training/index.htm
Email: ocet@hawaii.edu



Not-For-Profit Management Certificate Program

"This is the most comprehensive course for nonprofit organization management available. The personal contacts and access to the power brokers in the NP world is invaluable!"- Colleen Kojima, Executive Director of The Arc in Hawai'i

**Our commitment to Kauai
continues.....**

Not-For-Profit Management Certificate Program

Location: Kaua'i CC OCET Multi-purpose

Time : Saturdays 9:00 a.m. - 1:00 p.m.

Date: May 7 to December 17, 2011

Program Overview

With over 8,600 not-for-profit organizations registered in Hawai'i, it is imperative to have continuing education opportunities available to support the management needs of the not for profit sector. Community-based consultants and not for profit sector professionals will teach the classes in a collaborative learning environment. The Not For Profit Management Certificate program offers 8 core classes. In order to receive a Not For Profit Management Certificate, participants must successfully complete all eight modules. **Attendance is required** (please refer to the Program Attendance section on the back page of this brochure), as well as a successful evaluation through a final project.

Who Should Attend

New or aspiring Executive Directors of small to mid-sized not for profit organizations, staff, board members and certain management staff of larger not for profit organizations may benefit from one or all of the class offerings. This is a non credit certificate program that covers fundamental management skills rather than an advanced training opportunity for the tenured Executive Director. There are no specific requirements for admission to this program although previous college work is an advantage. **The classes are tailored to 501 (c)(3) Not For Profit Organizations.**

Program Cost

The complete series for certification = **\$800**

Individual modules 2, 3, 4, 5, 6, 7 = **\$150** each

Not-for-Profit Management Certificate candidates may be eligible for \$700 in tuition assistance. For more information please contact the KCC Office of Continuing Education & Training at 245-8351.

Introduction to NPO Management: (12 hrs.)

Learn about the history and current context of the NPO in America and Hawai'i; how NPOs are connected to the economy and to government; cross-sector and community perspectives on the role of NPOs; stages of organizational development, and what signals need for change; why an entrepreneurial, capacity-building mindset is important for NPOs; leadership and management styles; the roles and responsibilities of top management in an NPO.

11S-NPO101 May 7, 14, 21 9:00 am– 1:00pm

Governance, Legal Issues, and Board/ Staff Partnership: (12 hrs.)

Explore the logic underlying the Board's responsibility for governance; what makes an effective Board/staff partnership; key areas of legal liability and the importance of risk management; the relationship of organizational development to Board structure and governing documents; the importance of clear communication regarding expectations and performance.

11S-NPO102 June 4, 18, 25 9:00 am– 1:00pm

Mission, Outcomes & Planning: (12 hrs.)

Understand the relevance of mission to agency structure, philosophy, functions and programs; outcomes of agency programming as concrete, self-defined improvements in the lives of those served; mission and outcomes-based strategic planning; program logic, outcomes, outputs and inputs; the importance of involving stakeholders in planning and evaluation; the importance of continually asking "What's the best way to serve people?"

11S-NPO103 July 9, 16, 23 9:00 am– 1:00pm

Fund Development: (12 hrs.)

Understand the current funding climate for NPOs; laws, regulations and rules governing NPO funding/fundraising; the importance of diverse funding streams and entrepreneurial approaches; effective Board/staff roles in fundraising; strategies for long-term funding; the distinction between fundraising and fund development; ethical issues related to funding.

11S-NPO104 August 6, 13, 20 9:00 am– 1:00pm

Financial Management: (12 hrs.)

Learn current laws, rules, regulations and best practices pertaining to NPO financial management; how to create a

mission-based budget; the importance and elements of effective financial planning; what accounting mechanisms and reports are necessary; how to read and interpret financial statements, IRS Form 990s, audit opinions and other key financial documents; the importance of access to proper financial expertise.

11S-NPO105 September 10, 17, 24 9:00 am– 1:00pm

Human Resource Management: (12 hrs.)

Understand the current laws, rules, regulations and best practices pertaining to NPO human resource management; the importance of establishing and maintaining flexible staffing patterns, involving a mix of generalists and specialists, to keep the agency responsive; issues related to recruiting, hiring, orienting, training, supervision and firing; where to find tools and assistance for these functions if needed; the importance of aligning organizational values and treatment of staff and volunteers; how the agency's area of service delivery may affect its group dynamics; why people are the agency's greatest asset and greatest liability; the importance of keeping volunteers in the voluntary sector; retention strategies and succession plans.

11S-NPO106 October 8, 15, 22 9:00 am– 1:00pm

Community Building/Marketing: (12 hrs.)

Understand the importance of consistently connecting the NPO's communications with its various publics to its mission, values and outcomes; how public perception of an agency affects client self-selection; Board, staff and volunteer recruitment; funding, development of partnerships, and other aspects of agency life; identifying the agency's "market segments" and finding out what they want; how to analyze new opportunities for service, and get accurate feedback on present ones; ways to interest media in your message; the importance of a crisis management plan, including communication.

11S-NPO107 November 5, 12, 19 9:00 am– 1:00pm

Series Integration: Agency-Based Projects and Analysis: (12 hrs.)

Exploring ways to use the skill sets and information bases covered in the series to create positive organizational change; a project focus on how stages of organizational development affect management responsibilities and organizational structure; revisiting the need to look at agency work within the context of the community, the field, and cross-sector, and how NPO philosophies and behaviors affect community perceptions of people who need assistance; where to access further information and assistance if needed.

11S-NPO108 December 3, 10, 17 9:00 am– 1:00pm