



NONPROFIT MANAGEMENT PROGRAM

PROGRAM SITES

NORTH CAROLINA

- Duke University
- Greensboro
- Greenville
- Western NC

VIRGINIA

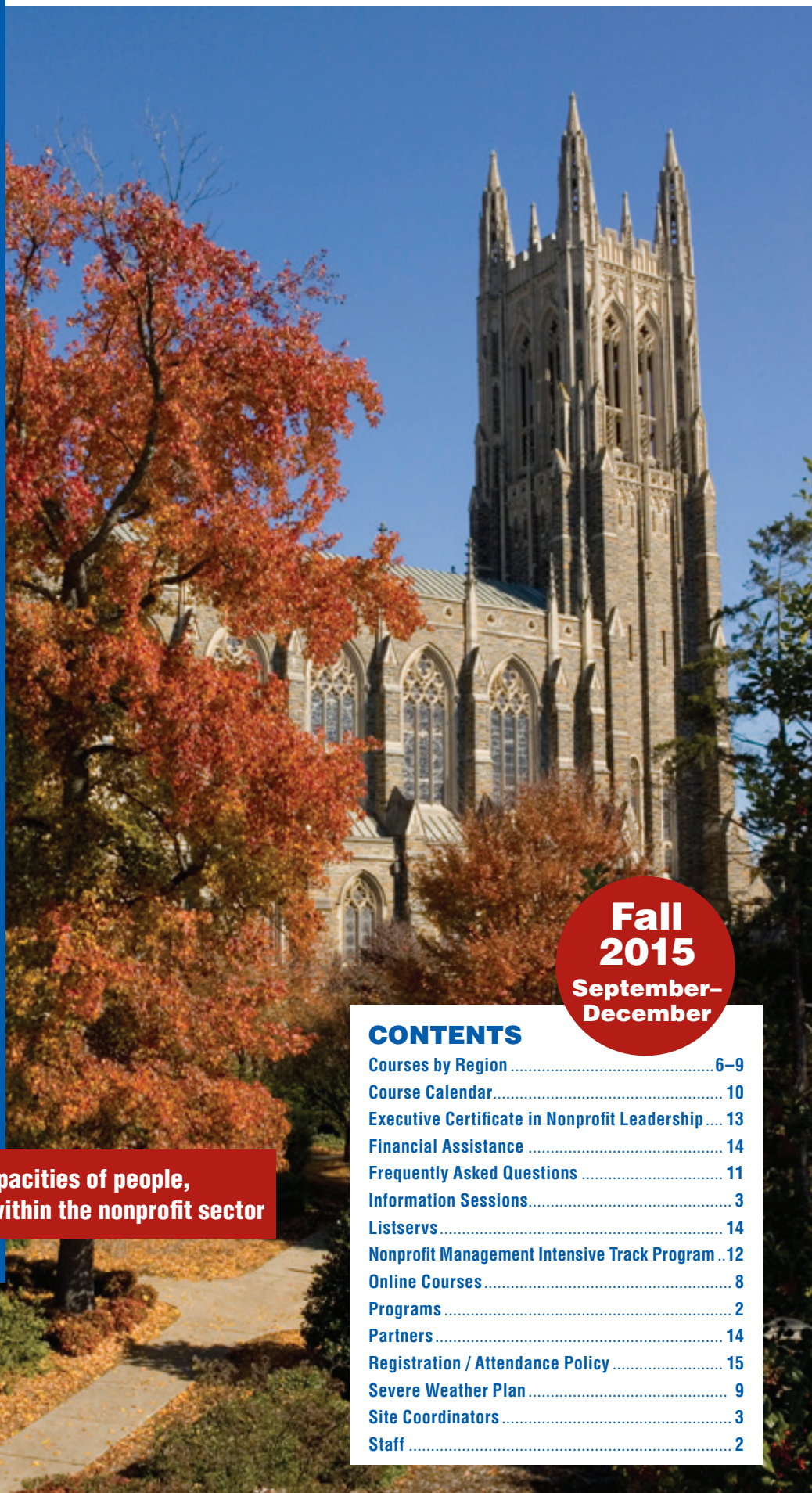
- Danville
- Martinsville
- Petersburg

learnmore.duke.edu/nonprofit

919.668.6742—Staff

919.684.6259—Registration

Mission: To strengthen the capacities of people, organizations, and networks within the nonprofit sector



**Fall
2015
September-
December**

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From Nonprofit Staff

Welcome to the Nonprofit Management Program! We invite you to enroll in classes designed for those in the sector—whether paid staff, volunteers, philanthropists, board of directors, faith-based communities, or those transitioning from the private sector.

You may earn the Duke Certificate in Nonprofit Management by taking individual courses—or by attending an 8-day Nonprofit Management Intensive Track (page 12). Also, consider the Executive Certificate in Nonprofit Leadership (page 13). Visit our website at www.learnmore.duke.edu/nonprofit for more information. Free Information Sessions are available at Duke and other locations (teleconference and/or in person; page 3). Prospective students not seeking a Certificate may register for nonprofit classes at the stated course fee.

We welcome Jennifer Becker, Program Coordinator, who joined the staff in April 2015. Jennifer has been an administrator at Duke for 10 years. Prior to that, she had multiple years of experience working in the nonprofit sector.

Jennifer Becker, Program Coordinator
jennifer.becker@duke.edu
919.681.1025

Ivy Burch, Program Assistant
ivy.burch@duke.edu
919.668.6742

Nancy Love, MPA, Director
nl40@duke.edu
919.668.6743

Where We Are

Nonprofit Management Program
Duke University Smith Warehouse,
Bay 6, 1st Floor
114 S. Buchanan Boulevard
Campus Box 90708, Durham, NC 27708
www.learnmore.duke.edu/nonprofit

OUR PROGRAMS

CERTIFICATE IN NONPROFIT MANAGEMENT

The Certificate in Nonprofit Management requires 72 hours of coursework—includes:

- 5 Core courses (30 hours)
- 5 Key Elective courses (30 hours)
- General Electives, Special Topics in Nonprofit Management, or Online courses (12 hours)

Individual courses may be taken on a non-Certificate basis.

Requesting your Certificate in Nonprofit Management: For instructions on how to apply for your Certificate, visit www.learnmore.duke.edu/nonprofit/certificateprogram or call 919.668.6742.

Requesting a transcript: Students may download an unofficial transcript from their online profile. At a fee of \$10, students may request an official transcript. Contact the Registration Office at 919.684.6259.

2016 Nonprofit Management Intensive Track Schedule

Duke University: March 14–21 • June 13–20 • September 12–19

Charlotte (Garner-Webb University): May 2–5 & 16–19

Earn the Certificate in Nonprofit Management in 8 days!

- 8 key areas of nonprofit management
- 24 hours of pre-reading assignments
- Pre-reading is sent to students within 30 days of the class start date
- To receive Certificate—attend each class as scheduled
- Registration dates are on page 12. Register early!
- Visit www.learnmore.duke.edu/nonprofit/intensivetrack/

Online Courses: Nonprofit offers 4 Online courses (page 8). Students may apply a maximum of 12 Online course hours toward the Duke Certificate in Nonprofit Management.

2015 & 2016 EXECUTIVE CERTIFICATE IN NONPROFIT LEADERSHIP PROGRAM

October 12–16, 2015 Class open until filled.

October 10–14, 2016 Registration begins March 14, 2016.

The Executive Certificate in Nonprofit Leadership offers experienced nonprofit professionals the opportunity to increase their capacity for effective entrepreneurial leadership. For additional information, see page 13.

- Prospective students must apply and be accepted before registering.
- Being accepted does not guarantee a seat in the class. *Register early—limited space is available!*
- Application is at www.learnmore.duke.edu/nonprofit/executiveleadership/
- Program is open to applicants who have the Duke Certificate in Nonprofit Management and 3 years of senior management experience. Also open to applicants not holding the Duke Certificate in Nonprofit Management but who have 5 years of senior management experience.
- A \$750 scholarship may be available to graduates of the Duke Certificate in Nonprofit Management—based on available funds.

The Nonprofit Management Program, a unit of the Duke Office of Continuing Studies, integrates the university's commitment to academic excellence through combining practical wisdom of nonprofit instructors and the real work experience of the participants.

INFORMATION SESSIONS & SITE COORDINATORS

Free Information Sessions are offered at sites listed below to help prospective students get the most from the Nonprofit Management Program. Learn about:

- Curriculum, Course selection, Earning the Certificate in Nonprofit Management, Individual courses
- Registration, Networking opportunities, Costs and Class locations,
- Programs—including the Executive Certificate in Nonprofit Leadership, and the Nonprofit Management Intensive Track

Before enrolling in the Nonprofit Management Program, we recommend that you attend one of the Information Sessions below. It is not a requirement to attend an Information Session before registering for a course.

Site Coordinators schedule classes to meet the needs of the communities they serve. They are also involved with

- Planning nonprofit courses
- Recruiting instructors
- Conducting Information Sessions
- Answering questions about the Duke Nonprofit Management Program

For additional information, contact the site coordinator or call 919.668.6742.

To register for an Information Session, please go to www.learnmore.duke.edu/nonprofit/certificateprogram/infosessions.asp

TELECONFERENCE INFORMATION SESSION

Register to receive call-in information

Thursday, September 3, 12 to 1 pm • ID: 0199-092

Tuesday, October 27, 4 to 5 pm • ID: 0199-094

DUKE UNIVERSITY

Thursday, September 24, 4 to 5 pm • ID: 0199-093

Monday, December 7, 4:30 to 5:30 pm • ID: 0199-095

Duke University, Smith Warehouse, Bay 6, 1st Floor, Rm B173

Contact: Registration at 919.684.6259

Coordinator: Jennifer Becker, jennifer.becker@duke.edu, 919.681.1025

GREENSBORO

Greensboro Central Library, 219 Church Street

Coordinator: Tim Cole, John.Cole@greensboro-nc.gov, 336.373.2466

GREENVILLE

Friday, September 11, 11 am to 1 pm • ID: 0199-097

Edwin W. Monroe AHEC Conference Center, 2000 Venture Tower Drive, Main Dining Room

Coordinator: Daniel Mallison, daniel.mallison@vidanthealth.com,

252.847.2036

WESTERN NC

Tuesday, August 18, 10 to 11 am • ID: 0199-096

United Way Building, 50 South French Broad Avenue, Asheville, Rm 1

Coordinator: Valerie Padley, valerie@nonprofitpathways.org,

828.242.9028

Nonprofit Management Program partners with

The Harvest Foundation and Danville Regional Foundation

(Virginia)—Sponsor the Duke Nonprofit Management Intensive Track Program, the Nonprofit Capacity Building Training Series and Specialty Certificates. Training is available to nonprofits in Danville and Martinsville, including Henry and Pittsylvania Counties, VA, and Caswell County, NC. Contact Starling McKenzie, Senior Program Officer, Danville, smckenzie@drfonline.org, 434.483.4273, or Allyson Rothrock, Executive Director, The Harvest Foundation, arothrock@theharvestfoundation.org, 276.632.3329 x 17.

Greater Greenville Community Foundation

—Wells Fargo recently presented \$100,000 to The Greater Greenville Community Foundation to announce a new partnership among Wells Fargo, Duke Nonprofit Management Program and The Greater Greenville Community Foundation. The partnership creates an opportunity for nonprofit executive leaders in the eastern region of NC to be selected by The Greater Greenville Community Foundation to attend the Duke Executive Certificate in Nonprofit Leadership. The next Executive Certificate is scheduled for October 12–16, 2015, at the Duke R. David Thomas Executive Conference Center (page 11). For information about the scholarship, contact Melissa Spain, CEO/ Executive Director, The Greater Greenville Community Foundation, MelissaSpain@gmail.com, 252.756.8549.

North Carolina Center for Nonprofits

—The N.C. Center for Nonprofits' Statewide Conference is the premier annual event for North Carolina's nonprofit sector. Participants receive exposure to national, cutting-edge speakers, access to high-quality information, and networking opportunities. Participants who attend the conference may apply 12 hours (6 hours each day) toward the Duke Certificate. A fee of \$20 per course hour applies. For questions, call the Duke Nonprofit Management Program at 919.668.6742.

Vidant Health

—Through a nonprofit sector capacity building initiative, sponsored in collaboration with Kate B. Reynolds Charitable Trust, Vidant Health Foundation, and the Duke University Nonprofit Management Program, nonprofit leaders from eastern North Carolina have an opportunity to receive training and professional development by attending classes and workshops tailored to meet needs of the nonprofit sector. The expected outcome is to build infrastructure and organizational capacity of nonprofits throughout the 29-county service area of Vidant Health. Contact Daniel Mallison III, Capacity Building Program Director, 252.847.2036 (office), 252.402.6169 (cell), or daniel.mallison@vidanthealth.com.

Western North Carolina Nonprofit Pathways

—A collaboration of regional and state funders seeking to invest in the organizations that help the mountain communities succeed. Targeting the 18 western counties, Pathways offers a range of services from workshops around the region to onsite trainings with experienced professional consultants. Their mission is to help strengthen nonprofits that are vital to the future of western North Carolina. For more information, visit www.nonprofitpathways.org or e-mail contact@nonprofitpathways.org.

NONPROFIT MANAGEMENT PROGRAM CURRICULUM

CERTIFICATE IN NONPROFIT MANAGEMENT

Core Areas

Nonprofit—Board Development/Governance	12 hours*
Nonprofit—Financial Management	12 hours*
Nonprofit—Fundraising	12 hours*
Nonprofit—Human Resource Development	12 hours*
Nonprofit—Planning & Evaluation	12 hours*

General Electives/Special Topics/ Additional Key Electives/Online Courses

12 hours

TOTAL HOURS REQUIRED

72 hours

*Includes the 6-hour Core Course and one 6-hour Key Elective

Duke Nonprofit Management Program offers a structured and rigorous grounding in the establishment, operation, and development of a successful nonprofit. The curriculum reflects a comprehensive evaluation of the needs of the changing nonprofit sector. Managing a nonprofit has developed in new and exciting ways—the Certificate in Nonprofit Management provides the skills to navigate successfully.

Nonprofit courses are designed for those working in and with the nonprofit sector:

- staff
- directors
- program administrators
- board members
- philanthropists
- members of faith-based communities
- volunteers
- those interested in employment or volunteering in the nonprofit sector

Earning the Duke Certificate in Nonprofit Management requires completing 72 hours of instruction:

30 hours	5 Core Courses (each course is 6 hours long)
+ 30 hours	5 Key Electives (each course is 6 hours long)
+ 12 hours	any combination of General electives, additional Key Electives, Special Topics, Online Courses
<hr/> 72 hours	

The Program is designed to take 2 years to complete. Students progress at an individual rate based on number of classes taken.

NOTE: Individual courses may be taken by prospective students not interested in earning a Certificate.

Core Course Nonprofit—Board Development/Governance (6 hours)

Key Electives (6 hours each)

- **Board Governance: Linking Performance & Prestige**
- **Fundamentals—Advocacy**
- **Fundraising: Coaching the Nonprofit Board to Make the Ask**
- **Learning Rules of the Meeting Game: Roberts Points of Order**
- **Nonprofit Organizations: Concepts, Components & Background**

Participant must complete 12 course hours in this category (including the core course). Courses address the board's roles and responsibilities, nonprofit system of governance, board structure, recruiting board members, board operations, insight into how boards evolve, and trends in nonprofit governance.

Core Course Nonprofit—Financial Management (6 hours)

Key Electives (6 hours each)

- **Basic Accounting for Nonprofit Managers**
- **Cost Allocation for Nonprofits**
- **Financial Reporting for Nonprofits**
- **Financial Reporting Analysis: Understanding the Essentials**
- **Fresh Approaches to Securing Business Support**

Participant must complete 12 course hours in this category (including the core course). Courses cover financial management and topics integral to nonprofit fiscal management. Gain an understanding of the broader finance realm of nonprofit organizations.

Core Course Nonprofit—Fundraising (6 hours)

Key Electives (6 hours each)

- **Advanced Grant Writing**
- **Fundamentals—Communications**
- **Grant Writing 101**
- **How To Get Grants to Fund Great Programs**
- **Telling Great Stories to Advance Your Cause**

Participant must complete 12 course hours in this category (including the core course). Courses provide those involved in fundraising an array of skills taught by instructors who coordinate special events, write grants, make personal asks, manage campaigns, and work in developing planned giving initiatives.

Core Course Nonprofit—Human Resource Development (6 hours)

Key Electives (6 hours each)

- **Basic Employment Law**
- **Earning the Public Trust:
Guidelines in Standards & Accountability**
- **Ethical Issues in Nonprofit Management**
- **Leadership Through Influence: How To Get Commitment**
- **Turning People into Volunteers & Volunteers into Supporters**

Participant must complete 12 course hours in this category (including the core course). Courses address ways to better lead nonprofit staff, how to deal with issues of attracting, recruiting, retaining, motivating, supervising employees, and project planning designed to ensure your nonprofit is compliant with state and federal law.

www.learnmore.duke.edu/nonprofit

Core Course Nonprofit—Planning & Evaluation (6 hours)**Key Electives** (6 hours each)

- **Designing Quantitative & Qualitative Data Collection Instruments for Nonprofit Organizations**
- **How to Start a Nonprofit**
- **Performance Measurement for Nonprofit Organizations**
- **Fundamentals—Evaluation**
- **Sustainable Strategic Planning for Nonprofits**

Participant must complete 12 course hours in this category (including the core course). Courses address several aspects of planning and delivery in nonprofit organizations. The changing internal and external landscape requires ongoing re-evaluation of the organization's structure, its scale, its personnel, its programs, and so on.

In addition to successfully completing the core requirements, students will need to complete an additional 12 hours, in any combination of the following:

- General Electives
- Special Topics
- Key Electives (additional)
- Online Courses

General Electives (6 hours each)

General elective courses may be offered at nonprofit sites based on training needs in the area and requests from participants. A course description and course objectives are available for each course. Two to eight general elective courses may be offered each term.

- Advancing Foundation Relationships
- Coaching for Top Performance
- Conducting Successful Board Orientations
- Constructive Conflict Resolution
- Creating High Performance Teams:
 - Multi-Cultural & Multi-Generational Workshop
- Developing an Active & Engaged Board of Directors
- Diversifying Your Organization's Funding Base
- Empowering Delegation
- Event Planning for Nonprofit Organizations
- Fundraising for Spiritual Communities
- Grant Proposals: Planning for Positive Results
- How To Lead Group Meetings: Tools for Guiding Discussion & Decision Making
- How to Manage Your Time & Reduce Your Stress
- Individual Donor Development
- Interim Executive Director: Steward & Change Agent
- Leading and Cultivating New Leaders
- Leading Others through Performance Management
- Logic Models for Planning, Implementation, Evaluation & Communication
- Making Meetings Work

- Managing Multiple Priorities & Your Time
- Motivating Nonprofit Employees
- Nonprofit Organizations 101
- Nonprofit Professional's Role as Change Agent
- Public Speaking: Speak Up For Your Nonprofit
- Risk Management for Nonprofits
- Social Media
- Volunteer Management Basics: Program Design
- Writing a Nonprofit Business Plan

Special Topics in Nonprofit Management (3 hours each)

Special Topics in Nonprofit Management courses may be offered at nonprofit sites based on training needs in the area and by request of participants. A course description and course objectives are available for each course. Other courses may be added based on training needs.

- Advocacy & Lobbying
- Fundraising: Law, Ethics & Practice
- Legal Considerations for Board Governance
- S.O.A.R. to Develop a Strong Board
- Social Enterprise 101
- Social Enterprise 201
- Transparency in Governance & Management: The New IRS 990

Online Courses (General Electives)

- Principles of Marketing for Nonprofit Organizations (4 hours)
- How to Read a Nonprofit Financial Statement (4 hours)
- Budgeting for Nonprofit Organizations (4 hours)
- Introduction to Nonprofit Management (5 hours)

Nonprofit Fundamentals These courses in Western NC focus on the individual core competencies every nonprofit leader needs to know. Each course will conclude with the development of an "action plan," in which you identify issues and next steps for your organization on the topic being taught. Once the course has ended, attendees will have access to follow-up coaching from the instructor who will help answer questions and address real life issues within your organization. (Follow-up coaching for Western NC nonprofits only.) The Fundamentals program is sponsored by WNC Nonprofit Pathways, a collaboration of the Community Foundation of Western North Carolina, Cherokee Preservation Foundation, Mission Hospital, and United Way of Asheville and Buncombe County. **The following Fundamentals courses taught in Western NC count as Core Courses:**

- Fundamentals—Planning for Change
- Fundamentals—Fund Development
- Fundamentals—Human Resource Development
- Fundamentals—Board Basics
- Fundamentals—Financial Management

COURSES BY REGION

DUKE UNIVERSITY

Nonprofit—Financial Management

Core Course

Raushan Gross

Duke University • ID: 0816-035

Friday, September 25, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Nonprofit—Fundraising

Core Course

Ruth Peebles

Duke University • ID: 0812-040

Tuesday, September 29, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Grant Writing 101

Key Elective: Fundraising

Ruth Peebles

Duke University • ID: 0056-034

Wednesday, October 7, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Fundraising: Coaching the Nonprofit to Make the Ask

Key Elective: Board Development/Governance

Floyd Laisure

Duke University • ID: 0588-022

Tuesday, October 20, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Nonprofit—Board Development/Governance

Core Course

Marty Martin

Duke University • ID: 0818-036

Thursday, October 22, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Telling Great Stories to Advance Your Cause

Key Elective: Fundraising

Janet Doolin

Duke University • ID: 0805-013

Friday, October 23, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Sustainable Strategic Planning

Key Elective: Planning & Evaluation

Jeanne Allen

Duke University • ID: 0370-010

Tuesday, October 27, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Individual Donor Development

General Elective

Janet Doolin

Duke University • ID: 0820-013

Wednesday, October 28, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Turning People into Volunteers & Volunteers into Supporters

Key Elective: Human Resource Development

Jeanne Allen

Duke University • ID: 0130-031

Tuesday, November 3, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

Cost Allocation for Your Nonprofit

Key Elective: Financial Management

Melissa LeRoy

Duke University • ID: 0315-015

Friday, November 6, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B173

\$125 (6 hours); Materials fee: \$10

How to Start a Nonprofit

Key Elective: Planning & Evaluation

Melissa LeRoy

Duke University • ID: 0098-011

Saturday, November 7, 9 am to 4 pm

Smith Warehouse, Bay 6, Rm B177

\$125 (6 hours); Materials fee: \$10

Full course descriptions at

www.learnmore.duke.edu/nonprofit/certificateprogram/classsearch.asp

The Duke Certificate in Nonprofit Management

Earning the Duke Certificate in Nonprofit Management requires completing 72 hours of course work. See pages 4 and 5 for the curriculum.

The Program is designed to take 2 years to complete.

Students progress at an individual rate based on number of courses taken.

Want to earn the Certificate faster?

Consider our Intensive Track Program. Participants can earn the Duke Certificate in Nonprofit Management in just 8 days. We hold several Intensive Track sessions each year. See page 12 for the 2016 dates and locations.

Already have your Certificate?

Consider an Executive Certificate. Our Duke Executive Certificate in Nonprofit Leadership Program is open to graduates of the Duke Certificate in Nonprofit Management who have at least 3 years of senior management experience (a \$750 scholarship may be available). This Executive Certificate is also open to participants without the Duke Certificate in Nonprofit Management but who have at least 5 years of senior management experience. See page 13.

Don't want to earn a Certificate at all?

Participants are welcome to take our Nonprofit Management courses on a non-Certificate basis. All classes are open to the public at the stated course fees.

Materials Fees are due at the start of class. Please bring exact amount. Receipt given by instructor upon request. Personal checks are not accepted.

Courses are listed by location in chronological order; some courses appear multiple times. Need to search by date? See the calendar on page 10.



Leadership Through Influence: How to Get Commitment

Key Elective: Human Resource Development
Robert Kenney

Duke University • ID: 0090-021
Monday, November 9, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Fresh Approaches to Securing Business Support

Key Elective: Financial Management
Raushan Gross

Duke University • ID: 0301-015
Tuesday, November 10, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Nonprofit—Human Resource Development

Core Course
Robert Kenney

Duke University • ID: 0813-034
Monday, November 16, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Advanced Grant Writing

Key Elective: Fundraising
Ruth Peebles

Duke University • ID: 0061-019
Tuesday, November 17, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Board Governance: Linking Performance & Prestige

Key Elective: Board Development/Governance
Marty Martin

Duke University • ID: 0123-013
Thursday, November 19, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Social Media

General Elective
Jeanne Allen

Duke University • ID: 0817-018
Wednesday, December 2, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Managing Multiple Priorities & Your Time

General Elective
Robert Kenney

Duke University • ID: 0094-007
Monday, December 7, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Nonprofit—Planning & Evaluation

Core Course
Matt Nash

Duke University • ID: 0574-029
Tuesday, December 15, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Nonprofit—Fundraising

Core Course
Ruth Peebles

Duke University • ID: 0812-041
Wednesday, December 16, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Nonprofit—Financial Management

Core Course
Melissa LeRoy

Duke University • ID: 0816-036
Friday, December 18, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
\$125 (6 hours); Materials fee: \$10

Working lunch

Courses marked with an asterisk
have a working lunch.
Instructors will continue to teach
during the lunch hour.
Please bring a bag lunch.

Networking lunch

Courses without an asterisk
have a 1-hour lunch break.
You may bring a bag lunch if you wish
or visit a nearby restaurant.

Parking at Smith Warehouse: Fees include
a \$5 one-day parking pass for each class
held at Smith. Questions? Call 919.668.6742
or visit www.learnmore.duke.edu/nonprofit.

GREENSBORO**Nonprofit—Board Development/Governance**

Core Course

*Jeanne Allen***Greensboro • ID: 0818-037****Wednesday, November 18, 9 am to 4 pm**

Central Library, Tannenbaum-Sternberger Meeting Rm

\$120 (6 hours); Materials fee: \$10

Materials Fees are due at the start of class. Please bring exact amount. Receipt given by instructor upon request. Personal checks are not accepted.

Online Courses

Principles of Marketing for Nonprofit Organizations**Online Course • ID: 0190-019**

\$95 (4 hours); General Elective

How to Read a Nonprofit Financial Statement**Online Course • ID: 0191-019**

\$95 (4 hours); General Elective

Budgeting for Nonprofit Organizations**Online Course • ID: 0192-019**

\$95 (4 hours); General Elective

Introduction to Nonprofit Management**Online Course • ID: 1660-003**

\$110 (5 hours); General Elective

Online courses can be started at any time during the term.

A maximum of 12 hours of Online Courses may be applied toward the Certificate in Nonprofit Management.

To demo online classes, visit www.learnmore.duke.edu/nonprofit. See how self-paced Online Courses can enrich your Certificate training!

GREENVILLE**Nonprofit—Board Development/Governance**

Core Course

*James Lanier***Greenville • ID: 0818-039****Wednesday, October 7, 10 am to 4 pm** *

Edwin W. Monroe AHEC Conference Center, Teleconference Auditorium

\$120 (6 hours); Materials fee: \$10

Nonprofit—Fundraising

Core Course

*Ruth Peebles***Greenville • ID: 0812-042****Monday, November 2, 10 am to 4 pm** *

Edwin W. Monroe AHEC Conference Center, Teleconference Auditorium

\$120 (6 hours); Materials fee: \$10

Nonprofit—Human Resource Development

Core Course

*Robert Kenny***Greenville • ID: 0813-035****Saturday, November 7, 10 am to 4 pm** *

Edwin W. Monroe AHEC Conference Center, Teleconference Auditorium

\$120 (6 hours); Materials fee: \$10

Turning People into Volunteers & Volunteers into Supporters

Key Elective: Human Resource Development

*Jeanne Allen***Greenville • ID: 0130-032****Monday, November 16, 10 am to 4 pm** *

Edwin W. Monroe AHEC Conference Center, Teleconference Auditorium

\$120 (6 hours); Materials fee: \$10

Sustainable Strategic Planning for Nonprofits

Key Elective: Planning & Evaluation

*Miranda Dalton***Greenville • ID: 0370-011****Saturday, December 5, 10 am to 4 pm** *

Edwin W. Monroe AHEC Conference Center, Teleconference Auditorium

\$120 (6 hours); Materials fee: \$10

Course descriptions at www.learnmore.duke.edu/nonprofit/certificateprogram/classsearch.asp

Nonprofit—Planning & Evaluation

Core Course

*Teresa Thompson-Pinckney***Greenville • ID: 0574-031****Wednesday, December 9, 10 am to 4 pm** *

Edwin W. Monroe AHEC Conference Center, Teleconference Auditorium

\$120 (6 hours); Materials fee: \$10

WESTERN NC**Fresh Approaches to Securing Business Support**

Key Elective: Financial Management

*Melissa LeRoy***Western NC • ID: 0301-016****Friday, September 11, 10 am to 4 pm** *

Isothermal Community College / Polk Center Campus, Rm 112, Columbus

\$120 (6 hours); Materials fee: \$8

Nonprofit Fundamentals—Advocacy

Key Elective: Board Development/Governance

*Greg Borom***Western NC • ID: 0811-005****Wednesday, September 16, 10 am to 4 pm** *

Goodwill Career Center, Rm 196, Asheville

\$120 (6 hours); Materials fee: \$8

Creating High Performance Teams: Multi-cultural & Multi-generational Workshop

General Elective

*Althea Gonzalez***Western NC • ID: 0584-004****Tuesday, September 29, 10 am to 4 pm** *

Haywood Community College, Student Center, Rm 1510, Clyde

\$120 (6 hours); Materials fee: \$8

Working lunch

Courses marked with an asterisk have a working lunch. Instructors will continue to teach during the lunch hour. Please bring a bag lunch.

Networking lunch

Courses without an asterisk have a 1-hour lunch break. You may bring a bag lunch if you wish or visit a nearby restaurant.

Nonprofit Fundamentals, taught in Western NC, are sponsored by WNC Nonprofit Pathways, a collaboration of the Community Foundation of Western NC, Cherokee Preservation Foundation, Mission Hospital, and the United Way of Asheville and Buncombe County. Some Fundamentals courses count as Core Courses. See page 5.

Nonprofit Fundamentals— Board Basics

Core Course

Leslie Anderson

Western NC • ID: 0818-038

Tuesday, October 6, 10 am to 4 pm ✨

Goodwill Career Center, Rms 181/182,
Asheville

\$120 (6 hours); Materials fee: \$8

Basic Employment law

Key Elective: Human Resource Development

Heather Goldstein

Western NC • ID: 0111-008

Tuesday, October 13, 10 am to 4 pm ✨

Blue Ridge Community College, Continuing
Education Building, CONE-122, Flat Rock

\$120 (6 hours); Materials fee: \$8

Telling Great Stories to Advance Your Cause

Key Elective: Fundraising

Marilyn Ball

Western NC • ID: 0805-014

Thursday, October 22, 10 am to 4 pm ✨

Goodwill Career Center, Rm 138, Asheville

\$120 (6 hours); Materials fee: \$8

Advanced Grant Writing

General Elective

Linda Giltz

Western NC • ID: 0061-020

Thursday, November 5, 10 am to 4 pm ✨

Mayland Community College, Vocational
Building, Con-Ed Classroom, 1st Floor,
Spruce Pine

\$120 (6 hours); Materials fee: \$8

**Courses are listed by location
in chronological order;
some courses appear multiple times.**

**Need to search by date?
See the calendar on page 10.**

Nonprofit Fundamentals— Financial Management

Core Course

Kathi Ballard

Western NC • ID: 0816-037

Wednesday, November 11, 10 am to 4 pm ✨

Goodwill Career Center, Rms 181/182,
Asheville

\$120 (6 hours); Materials fee: \$8

Nonprofit Fundamentals— Planning for Change

Core Course

Beth Trigg

Western NC • ID: 0574-030

Tuesday, December 1, 10 am to 4 pm ✨

Goodwill Career Center, Rms 181/182,
Asheville

\$120 (6 hours); Materials fee: \$8

Performance Measurement for Nonprofit Organizations

Key Elective: Planning & Evaluation

Ann Von Brock

Western NC • ID: 0597-012

Tuesday, December 8, 10 am to 4 pm ✨

Fairfield Inn & Suites, Saunooke Rm,
Cherokee

\$120 (6 hours); Materials fee: \$8

Links

Curriculum: www.learnmore.duke.edu/nonprofit/certificateprogram/curriculum.asp

Registration: www.learnmore.duke.edu/nonprofit/certificateprogram/registration.asp

Intensive Track: www.learnmore.duke.edu/nonprofit/intensivetrack/

Executive Certificate in Nonprofit Leadership:

www.learnmore.duke.edu/nonprofit/executiveleadership/

DUKE UNIVERSITY ADA POLICY

Duke University welcomes individuals with disabilities to its programs, services, and activities. If you anticipate needing reasonable accommodations or have questions about physical access to any of the courses or Information Sessions listed within this Nonprofit Management Program brochure, please send an e-mail to nonprofit@duke.edu at least 30 days in advance of the indicated date (indicate "ADA Policy" in the title).

NC Center for Nonprofits presents

Statewide Conference for North Carolina's Nonprofit Sector

October 1–2, 2015

Benton Convention Center
Winston-Salem, NC

www.ncnonprofits.org/learn/conference

Participants who attend the conference may apply 12 hours of credit (6 hours each day) toward the Duke Certificate. A fee of \$20 per course credit hour applies. For questions about the credit, call the Duke Nonprofit Management Program at 919.668.6742.

Course descriptions at
www.learnmore.duke.edu/nonprofit/certificateprogram/classsearch.asp

Networking is a major part of your course experience. We suggest that you bring business cards and brochures to share with other class participants.

SEVERE WEATHER POLICY

Duke Nonprofit staff attempt to make the decision 12 hours in advance of the scheduled class. In the event of a cancellation, participants will receive a full refund. See page 3 for site coordinators' contact info.

Please note: Animals, with the exception of service animals, are not permitted in classrooms.

COURSE CALENDAR

September

- Fresh Approaches to Securing Business Support** • Key Elective
• ID: 0301-016
Friday, September 11, 10 am to 4 pm, Columbus 8
- Nonprofit Fundamentals—Advocacy** • Key Elective • ID: 0811-005
Wednesday, September 16, 10 am to 4 pm, Asheville 8
- Nonprofit—Financial Management** • Core • ID: 0816-035
Friday, September 25, 9 am to 4 pm, Duke 6
- Nonprofit—Fundraising** • Core • ID: 0812-040
Tuesday, September 29, 9 am to 4 pm, Duke 6
- Creating High Performance Teams: Multi-cultural & Multi-generational Workshop** • General Elective • ID: 0584-004
Tuesday, September 29, 10 am to 4 pm, Clyde 8

October

- Nonprofit Fundamentals—Board Basics** • Core • ID: 0818-038
Tuesday, October 6, 10 am to 4 pm, Asheville 9
- Grant Writing 101** • Key Elective • ID: 0056-034
Wednesday, October 7, 9 am to 4 pm, Duke 6
- Nonprofit—Board Development/Governance** • Core • ID: 0818-039
Wednesday, October 7, 10 am to 4 pm, Greenville 8
- Basic Employment Law** • Key Elective • ID: 0111-008
Tuesday, October 13, 10 am to 4 pm, Flat Rock 9
- Fundraising: Coaching the Nonprofit to Make the Ask**
• Key Elective • ID: 0588-022
Tuesday, October 20, 9 am to 4 pm, Duke 6
- Nonprofit—Board Development/Governance** • Core • ID: 0818-036
Thursday, October 22, 9 am to 4 pm, Duke 6
- Telling Great Stories to Advance Your Cause** • Key Elective
• ID: 0805-014
Thursday, October 22, 10 am to 4 pm, Asheville 9
- Telling Great Stories to Advance Your Cause** • Key Elective
• ID: 0805-013
Friday, October 23, 9 am to 4 pm, Duke 6
- Sustainable Strategic Planning** • Key Elective • ID: 0370-010
Tuesday, October 27, 9 am to 4 pm, Duke 6
- Individual Donor Development** • General Elective • ID: 0820-013
Wednesday, October 28, 9 am to 4 pm, Duke 6

November

- Nonprofit—Fundraising** • Core • ID: 0812-042
Monday, November 2, 10 am to 4 pm, Greenville 8
- Turning People into Volunteers & Volunteers into Supporters**
• Key Elective • ID: 0130-031
Tuesday, November 3, 9 am to 4 pm, Duke 6
- Advanced Grant Writing** • General Elective • ID: 0061-020
Thursday, November 5, 10 am to 4 pm, Spruce Pine 9
- Cost Allocation for Your Nonprofit** • Key Elective • ID: 0315-015
Friday, November 6, 9 am to 4 pm, Duke 6

- How to Start a Nonprofit** • Key Elective • ID: 0098-011
Saturday, November 7, 9 am to 4 pm, Duke 6
- Nonprofit—Human Resource Development** • Core • ID: 0813-035
Saturday, November 7, 10 am to 4 pm, Greenville 8
- Leadership Through Influence: How to Get Commitment**
• Key Elective • ID: 0090-021
Monday, November 9, 9 am to 4 pm, Duke 7
- Fresh Approaches to Securing Business Support** • Key Elective
• ID: 0301-015
Tuesday, November 10, 9 am to 4 pm, Duke 7
- Nonprofit Fundamentals—Financial Management** • Core
• ID: 0816-037
Wednesday, November 11, 10 am to 4 pm, Asheville 9
- Nonprofit—Human Resource Development** • Core • ID: 0813-034
Monday, November 16, 9 am to 4 pm, Duke 7
- Turning People into Volunteers & Volunteers into Supporters**
• Key Elective • ID: 0130-032
Monday, November 16, 10 am to 4 pm, Greenville 8
- Advanced Grant Writing** • Key Elective • ID: 0061-019
Tuesday, November 17, 9 am to 4 pm, Duke 7
- Nonprofit—Board Development/Governance** • Core • ID: 0818-037
Wednesday, November 18, 9 am to 4 pm, Greensboro 8
- Board Governance: Linking Performance and Prestige**
• Key Elective • ID: 0123-013
Thursday, November 19, 9 am to 4 pm, Duke 7

December

- Nonprofit Fundamentals—Planning for Change** • Core
• ID: 0574-030
Tuesday, December 1, 10 am to 4 pm, Asheville 9
- Social Media • General Elective** • ID: 0817-018
Wednesday, December 2, 9 am to 4 pm, Duke 7
- Sustainable Strategic Planning for Nonprofits** • Key Elective
• ID: 0370-011
Saturday, December 5, 10 am to 4 pm, Greenville 8
- Managing Multiple Priorities & Your Time** • General Elective
• ID: 0094-007
Monday, December 7, 9 am to 4 pm, Duke 7
- Performance Measurement for Nonprofit Organizations**
• Key Elective • ID: 0597-012
Tuesday, December 8, 10 am to 4 pm, Cherokee 9
- Nonprofit—Planning & Evaluation** • Core • ID: 0574-031
Wednesday, December 9, 10 am to 4 pm, Greenville 8
- Nonprofit—Planning & Evaluation** • Core • ID: 0574-029
Tuesday, December 15, 9 am to 4 pm, Duke 7
- Nonprofit—Fundraising** • Core • ID: 0812-041
Wednesday, December 16, 9 am to 4 pm, Duke 7
- Nonprofit—Financial Management** • Core • ID: 0816-036
Friday, December 18, 9 am to 4 pm, Duke 7

FREQUENTLY ASKED QUESTIONS

What is the Duke Nonprofit Management Program?

The Program, a unit of the Duke Office of Continuing Studies, addresses the sustainability and impact of nonprofit organization employees and volunteers. It provides affordable, practical, and accessible training to those working in the nonprofit sector.

Where is the Program located?

We are at the Duke Smith Warehouse, 114 S. Buchanan Blvd., Bay 6, 1st Floor, Durham NC 27708. Our mailing address is Nonprofit Management Program, Campus Box 90708, Durham, NC 27708 (Phone: 919.668.6742; Fax 919.668.6747). Satellite sites listed on page 3.

How do I get started in the Program?

Visit our website at www.learnmore.duke.edu/nonprofit or call Nonprofit staff at 919.668.6742. You may also register online or call Registration at 919.684.6259 for credit card users only. Free information sessions are available (page 3).

What is the recommended order for taking classes to earn the Duke Certificate in Nonprofit Management?

Students may take courses in any order. All students need the 5 Core courses and the 5 Key Elective courses, plus 2 courses (or 12 more hours). Often students find it useful to take 1 or more of the Core courses first, in order to establish a framework, and then select their Key Electives.

How do I earn the Duke Certificate in NPM?

You must complete 72 hours of coursework, divided among Core courses, Key Electives, General Electives, Special Topics in Nonprofit Management, and Online courses. A maximum of 12 hours may be applied from Online courses.

What if I don't intend to earn a Certificate?

Individual courses may be taken on a non-Certificate basis. All classes are open to the public at the stated course fee.

How can I find my course history and dates for completed Nonprofit classes?

Students registered since 2009 have an online profile in the Duke Nonprofit program database. Students who register online and have a password can access their course completion records via their personal profile.

Where are courses offered?

See pages 6–10 for list of courses offered this term. Classes are held at Duke Smith Warehouse, Bay 6, 1st Floor and at other NPM sites. Customized training is also available upon request.

Is there a fee for parking at class locations?

Classes held at the Duke Smith Warehouse include a \$5 one-day parking fee. Other sites may include parking fees; contact the site coordinator (page 3).

Who are the instructors?

Instructors are established practitioners and scholars from a variety of disciplines within the nonprofit sector.

Is there a charge for course materials?

Yes. The cost is listed under each class. The materials fee is due at the start of class. Please bring exact change. Receipts are given by the instructor upon request. Personal checks are not accepted.

What about lunch?

Most courses will have a one-hour “networking” lunch break. Courses marked with a large grey asterisk will have a “working” lunch. See page 8.

When I register for an Online course, what's next?

Within five business days of receipt of your registration request, you will receive an e-mail with details, including your username and password. To demo online classes, visit www.learnmore.duke.edu/nonprofit/certificateprogram.

How do I obtain my Certificate when I complete the curriculum requirement?

For instructions on how to apply for your Certificate, visit www.learnmore.duke.edu/nonprofit/certificateprogram/.

Requesting a transcript: Students may download an unofficial transcript from their online profile. At a fee of \$10, students may request an official transcript. Contact the Registration Office at 919.684.6259.

How do I enroll in the Executive Certificate Program?

Prospective students must apply and be accepted. The Executive Certificate is open to those who hold the Duke Certificate in Nonprofit Management and have at least 3 years of senior management experience. It is also open to those not holding the Certificate but who have at least 5 years of senior management experience. See application at www.learnmore.duke.edu/nonprofit/executiveleadership/ or call 919.668.6742 to request that an application be mailed. See page 13.

Full course descriptions at www.learnmore.duke.edu/nonprofit/certificateprogram/classsearch.asp

NONPROFIT MANAGEMENT INTENSIVE TRACK PROGRAM

Earn the
Certificate
in 8 days

Participants from across the world enroll in the Duke Nonprofit Management Intensive Track Program. Classes are designed to give nonprofit professionals the skills and expertise needed to succeed in the sector.

Key Facts

- 34 participants are accepted into each class held at Duke.
- The Intensive Track explores 8 key areas of nonprofit management.
- Instructors are established practitioners and scholars from a variety of disciplines.
- Participants complete the requirement for the Certificate in Nonprofit Management in 8 days.
- Classes are held from 9 am to 4 pm each day.
- Pre-reading assignments are sent to registered students within 1 month of the class start date.

Locations

Duke: The Hilton Durham near Duke University, 3800 Hillsborough Road, Durham, NC 27705; 919.383.8033

Charlotte: Garner-Webb University, 8030 Arrowridge Boulevard, Charlotte, NC 28273

Registration

- Note registration start dates and ID# for each session
- Online: www.learnmore.duke.edu/nonprofit/intensivetrack/registration.asp
- Phone: 919.684.6259 (M–F, 8 am to 5 pm ET)

Fee \$1850

Includes tuition, class materials, drinks, and lunch on 3 of the 8 days. Students are responsible for lodging and other expenses and for making reservations.

Cancellation Policy

\$200 of your tuition in the Intensive Track Program is nonrefundable. Refunds allowed, minus a \$200 administrative charge, if request is received in writing by end of day on the date listed below for each session. To submit a cancellation or transfer request, address an e-mail to learnmore@duke.edu. No refunds and no transfers after the dates stated below.

March 2016 Session: Friday, February 12

May 2016 Session: Friday, April 1

June 2016 Session: Friday, May 13

September 2016 Session: Friday, August 12

March 14–21, 2016, at Duke

Monday through Monday • ID: 0194-030

Registration begins January 4; Refund deadline February 12

Tentative Schedule (Curriculum is similar for all Intensive Track sessions)

Monday, March 14

Nonprofit—Board Development/Governance

Marty Martin, marty_martin@martinlegalhelp.com

Tuesday, March 15

Nonprofit—Planning & Evaluation

(Performance Measurement for Nonprofit Organizations)

Teresa Thompson-Pinckney, contact@tpinckneyassociates.com

Wednesday, March 16

Grantwriting & Compliance

Ruth Peebles, rpeebles@theinsgroup.com

Thursday, March 17

Integrating Social Enterprise into Your Nonprofit Strategy

Naomi Takeuchi, Naomi@1000cranes.com

Friday, March 18

Sustainable Strategic Planning for Nonprofits

Naomi Takeuchi, Naomi@1000cranes.com

Saturday, March 19

Nonprofit—Financial Management

Melissa LeRoy, melissaleroy@gmail.com

Sunday, March 20

Employment Law

Hudson Fuller, hudsonfuller@yahoo.com

Monday, March 21

Nonprofit—Human Resource Development

Robert Kenney, ptt@lynchburg.net

Classes start promptly at 9 am each day and end at 4 pm. To receive the Duke Certificate in Nonprofit Management, students must attend each class as scheduled.

For updates, please check learnmore.duke.edu/nonprofit/intensivetrack.

Upcoming Sessions

May 2–5 & 16–19, 2016, in Charlotte

Monday through Thursday over two weeks • ID: 0194-032

Registration begins February 1; Refund deadline April 1

June 13–20, 2016, at Duke

Monday through Monday • ID: 0194-033

Registration begins March 21; Refund deadline May 13

September 12–19, 2016, at Duke

Monday through Monday • ID: 0194-034

Registration begins July 11; Refund deadline August 12

See program schedules, course descriptions, learning objectives, and instructor bios at www.learnmore.duke.edu/nonprofit/intensivetrack/

EXECUTIVE CERTIFICATE IN NONPROFIT LEADERSHIP

The **Executive Certificate in Nonprofit Leadership** offers high-impact training for seasoned nonprofit professionals whose leadership transforms organizations, communities, and lives.

October 12–16, 2015

Monday through Friday • ID: 0461-007

Open until filled

Refund deadline September 11, 2015

Location: Washington Duke Inn & Golf Club,
3001 Cameron Boulevard Durham, NC 27705

October 10–14, 2016

Monday through Friday • ID: 0461-008

Registration begins March 14, 2016

Refund deadline September 9, 2016

Location and lodging information for 2016
will be posted at [www.learnmore.duke.edu/
nonprofit/executiveleadership](http://www.learnmore.duke.edu/nonprofit/executiveleadership).

Eligibility—Who Should Apply

- Students with a Duke Certificate in NP Management + 3 years of senior management experience
- Students without Duke Certificate in NP Management + 5 years of senior management experience

Application Process

- **Application required: Students must apply and be accepted before registering**
- **Upon acceptance, student must register and pay in order to confirm a seat in the class**
- Application: [www.learnmore.duke.edu/
nonprofit/executiveleadership/application
.asp](http://www.learnmore.duke.edu/nonprofit/executiveleadership/application.asp)
- Applications are accepted until the class is full with registered paid students, so apply early
- 26 students are accepted into program
- August 28, 2015—Deadline for applications
- September 11, 2015—Registration closes

Fee \$3,750

- Includes tuition, course materials, snacks, beverages, and meals
- Duke Certificate in Nonprofit Management graduates may qualify to receive \$750 scholarship (based on funds availability). Apply and register early.
- Students are responsible for lodging expenses.
- **Refunds:** Refunds, minus a \$200 administrative fee, allowed if a written request is received by midnight ET of the deadline date. Send e-mail to learnmore@duke.edu. No refunds after deadline date.

Transformational learning for experienced nonprofit leaders seeking to accelerate their impact in organizations and communities

www.learnmore.duke.edu/nonprofit/executiveleadership/

The **Executive Certificate in Nonprofit Leadership** is a comprehensive program that offers experienced nonprofit professionals the opportunity to increase their capacity for effective entrepreneurial leadership through applied theoretical studies, executive skills training, and reflective practices in an interactive learning environment. Through this innovative curriculum, participants will:

- Develop a greater mastery of leadership skills and increase their confidence in applying these effectively in the nonprofit workplace
- Gain an awareness of emerging trends in the nonprofit sector, including social entrepreneurship, earned income ventures, public-private partnerships, and the evolving legal landscape
- Master reflective practices that enhance communications, foster understanding, and lead to results
- Develop skills to regain balance and remain centered in the face of complexity and chaos
- Enhance their network through an expanded leadership cohort of peers drawn from across the country
- Create a personal leadership plan to use their refined skills to take action on changes they wish to make in their organizations and communities

As a result of their participation, graduates will be better able to:

- Forge high-performing teams driven to achieve the mission of the organization
- Foster within their organizations the proven practices of high-impact nonprofits
- Adopt entrepreneurial competencies of opportunity orientation, innovation, resourcefulness, and adaptive persistence
- Lead strategic change within their organizations
- Work with other leaders across organizations, sectors, and stakeholder groups to capitalize on opportunities for synergy in addressing critical social issues

Graduates of the Executive Certificate Program will return home equipped with the knowledge and skills to manage in the fast-paced, resource-constrained, mission-driven environments that characterize today's nonprofit sector.

Supporter—Blue Cross Blue and Shield of North Carolina Foundation

Supported in part by the Blue Cross and Blue Shield of North Carolina Foundation, the program was created in direct response to senior nonprofit managers, board members, and many of the more than 2,000 graduates of Duke University's nationally acclaimed, renowned Certificate in Nonprofit Management Program. Composed of nationally known experts from Duke University and leading practitioners, our faculty provides interactive instruction, practical resources, and targeted feedback to enhance and expand participants' skills in entrepreneurial nonprofit leadership.

\$750 SCHOLARSHIP for Duke Certificate in Nonprofit Management graduates!

Based on scholarship funds availability

FINANCIAL ASSISTANCE

For residents of **Western North Carolina**: WNC Nonprofit Pathways offers fee assistance (half the course fee will be covered) for courses offered in the western North Carolina region. You must be staff, board, or volunteer with a nonprofit organization located in and serving at least one of the 18 western NC counties to qualify. Limit one scholarship per person each term. Each class offered has a limit of 5 scholarships available. To access the scholarship, complete and submit a Scholarship Request form at www.nonprofitpathways.org/scholarship.

For nonprofit organizations in **Polk County, NC & Landrum, SC**: Please contact the Polk County Community Foundation at 828.859.5314 for information about our Capacity Building Grants, including a streamlined process for receiving tuition assistance grants for Duke Nonprofit Management courses.

For residents of **Eastern North Carolina**: Students who live within the 29-county service area of Vidant Health may be eligible for scholarships of half of the course fee, up to a maximum of \$720 toward the Duke Certificate. Eligible counties include Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Duplin, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Nash, Northampton, Onslow, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne, and Wilson. To register using the discount, contact Daniel Mallison III, Capacity Building Program Coordinator, at 252.847.2036 office, 252.402.6169 cell, or daniel.mallison@vidanthealth.com.

Nonprofit Management Program Core Courses:

- Nonprofit—Board Development/Governance
- Nonprofit—Financial Management
- Nonprofit—Fundraising
- Nonprofit—Human Resource Development
- Nonprofit—Planning & Evaluation

Core Courses, Electives, and Special Topics cover the following:

- Board Relationships
- Evaluation
- Finance
- Human Resources
- Information Technology
- Leadership & Management
- Legal Issues
- Marketing & Public Relations
- Organization Development
- Raising Funds
- Volunteer Management

www.learnmore.duke.edu/nonprofit/

Regional Networking Listservs

We have a listserv for use by participants in each region across North Carolina, plus one listserv each in South Carolina and Virginia. To join a listserv, visit www.learnmore.duke.edu/nonprofit.

Nonprofit Management Program dukenpm@duke.edu
NPM Certificate Holders nonprofitfellows@duke.edu

NC Area Listservs

Western NC wnclist@duke.edu
Hickory hickorylist@duke.edu
Charlotte area charlist@duke.edu
Triad area triadlist@duke.edu
Durham/Triangle area trilist@duke.edu
Fayetteville area faylist@duke.edu
Greenville/Rocky Mount/Wilson rmwglst@duke.edu
Southeastern NC area senclist@duke.edu
Wilmington area wilmst@duke.edu
Outer Banks (Kill Devil Hill) area obxlist@duke.edu

SC Area Listserv

South Carolina sclist@duke.edu

VA Area Listserv

Virginia valist@duke.edu

PARTNERS/SUPPORTERS

The Duke Nonprofit Management Program thanks the following agencies for their generosity. Their support makes it possible for the Program to offer courses throughout North Carolina and at locations in Virginia.

North Carolina:

AB-Tech Community College
Blue Cross Blue Shield of North Carolina Foundation
Blue Ridge Community College
Community Action Opportunities
Community Foundation of Western NC
Edwin W. Monroe AHEC Conference Center
Exceptional Children's Assistance Center (ECAC)
Gardner-Webb University (Charlotte Campus)
The Greater Greenville Community Foundation
Greensboro Public Libraries
Guilford Nonprofit Consortium
Haywood Community College
Isothermal Community College
NC Center for Nonprofits
NC Department of Commerce—Workforce Investment Act
NC Helping Hands Initiative
Polk County Community Foundation
TROSA
United Way of Asheville/Buncombe County
Vidant Health
Wells Fargo
Western Carolina Community Action
Western Carolina University
Western NC Communities
WNC Nonprofit Pathways

Virginia:

Danville Regional Foundation
Institute for Advanced Learning & Research
New College Institute
The Harvest Foundation

Duke Nonprofit Management Program

Strengthening the capacities of people, organizations, and networks within the nonprofit sector

How to Register

Online (for credit card only): Payment is processed as a secure encrypted transaction. www.learnmore.duke.edu/nonprofit/certificateprogram/registration.asp.

By Mail: Fill out the registration form at right. Include check payable to "Duke University." Send to: Registration—Nonprofit Management, Duke Continuing Studies, Box 90700, Durham, NC 27708-0700.

By Fax: Fill out the registration form at right. Include enrollment, loan, and scholarship information. Fax to: **919.681.8235**.

By Phone (for credit card users only): Have your completed registration form ready to refer to, including course ID numbers, and your credit card number with expiration date. Call: **919.684.6259**.

It's best to register more than two weeks before class. Many classes fill quickly! Registration is first-come, first-served.

Mark Your Calendar. Confirmation will be sent only by e-mail.

Refund and Transfer Requests

Refund and Transfer Requests must be in writing. To receive a refund minus a processing fee for each course dropped, or to transfer to a different course, we must receive your written cancellation request at least 2 weeks before the class begins for daily classes, or by the date listed for the Intensive Track (page 12) and Executive Leadership (page 13). Processing/Transfer fees are \$20 for course fees under \$1000 and \$200 for course fees \$1000 and over. **There are no refunds for Online Courses.**

To submit a cancellation request

- E-mail: learnmore@duke.edu
- Fax: 919.681.8235
- Mail: Duke Continuing Studies, Registration—Nonprofit Management, Box 90700, Durham, NC 27708-0700
- Include your name, address, phone number, course title, and date
- Refunds given in the manner in which you paid
- *Failure to attend a class does not entitle you to a refund or replacement class.*

Special Circumstances

Class is Filled/Waiting List: If you register for a class that is already full, you may choose to add your name to a waiting list. No payment is required at that time. If a space becomes available, you will be notified of the opening. If you decide to register, payment is due at that time. Persons who register by mail will have their payment refunded.

If We Cancel a Class: On occasion we have to cancel a course. If that happens, you will receive a full refund.

Bad Checks: If a check is returned for insufficient funds, we will charge a returned check fee of \$35. Checks will not be resubmitted. The replacement payment must include the additional \$35 and be in the form of cash, money order, or credit card.

Attendance Policy

For class hours to count toward the Duke Certificate in Nonprofit Management, you must attend 100% of the course enrolled in and be present when the instructor takes the attendance. There is no limit on the hours you may take in any term.

After You Attend a Class

See page 11 for information on tracking your course history. To request your Certificate when coursework is completed, see page 2.

FALL 2015

Number above your name on the mailing label (if any).....
 First Name
 Last Name
 Address
 City/State/Zip
 Daytime Phone (.....).....
 Evening Phone (.....).....
 Fax (.....).....
 E-mail
 Company
 Job Title.....

COURSES

Title
 ID# - Fee \$
 Title
 ID# - Fee \$
 Title
 ID# - Fee \$
 Title
 ID# - Fee \$
TOTAL AMOUNT \$.....

Mark Your Calendar! If a course is full, we will contact you. Confirmations are sent only by e-mail. Please note Refund and Change Requests at left.

Include registration fees only. If the course description lists a materials fee "due at first class," do not include it here; give it to your instructor.

Payment by Check

Check Number *Please enclose a check payable to Duke University, and mail to: Registration—Nonprofit Management, Duke Continuing Studies, Box 90700, Durham, NC 27708-0700*

Payment by Credit Card

Please register online with our secure, real-time registration system, by visiting our website at www.learnmore.duke.edu/nonprofit/certificateprogram/registration.asp.

If you need assistance, please call our registration team at 919.684.6259 during normal business hours.

After registering, please save this brochure. It contains important information about your course dates, times, and locations.

It is crucial that we have your current phone numbers in case a course is full or there is a change in our course schedule

Confirmation will be sent to the e-mail address provided here.

1520420 693600



Continuing Studies
Nonprofit Management Program

Duke University Smith Warehouse
Box 90708
Durham NC 27708-0708
www.learnmore.duke.edu/nonprofit
919.668.6742—Staff
919.684.6259—Registration



Fall
2015
September-
December

NONPROFIT MANAGEMENT PROGRAM

Courses in
North Carolina
& Virginia

Strengthening the capacities of people, organizations,
and networks within the nonprofit sector

www.learnmore.duke.edu/nonprofit
919.668.6742

