

NONPROFIT FUNDAMENTALS CERTIFICATE PROGRAM

Q & A

When it comes to the Nonprofit Fundamentals Certificate Program, if you have the questions, we have the answers!

THE BASICS

What is the Nonprofit Fundamentals Certificate Program?

Answer: The Fundamentals Course curriculum is designed to help your organization build a sustainable future by providing the essential tools and knowledge you need to run a successful nonprofit.

How do I get started?

Answer: You can begin by registering for any individual class that is currently offered - there is no program entrance requirement.

Who should take the course?

Answer: Classes are appropriate for newcomers to the field, experienced leaders who are seeking fresh perspectives, and board members. Nonprofit representatives are encouraged to bring another staff member or come as a staff/board duo. You

are encouraged to share your knowledge and create implementation plans by presenting course topics at future staff and board meetings.

I live outside of Western North Carolina, can I still enroll in classes?

Answer: The course curriculum focuses on the regional needs of Western North Carolina counties. Classes are offered exclusively to nonprofits within the 18 county Western North Carolina region served by Pathways.

CERTIFICATION

How do I earn a certificate in the program?

Answer: In order to receive a Nonprofit Fundamentals Program certificate, you will need to complete 8 of the 10 classes offered in our fall and spring sessions. For online courses, you must attend both sessions offered for each class to earn credit for the course.

Can I take individual classes without the intention of earning the certificate?

Answer: Yes, all classes are open to staff, board, and volunteers of Western North Carolina nonprofits.

If you later change your mind, any class you have taken may be applied to completion of the Fundamentals Course. There is no deadline to earn the certificate.

CLASS CONTENT

What classes are offered?

Answer: Classes focus on the core competencies every nonprofit leader needs to achieve success. Class topics include:

- Board Basics
- Inclusive Planning and Responsive Strategy
- Financial Management
- Fundraising Essentials
- Adaptive Leadership
- Grant Writing
- Human Resources
- Evaluation
- Communications
- Other Special Topics

Each class will conclude with the development of an initial “action plan” in which you will identify issues and next steps for your organization based on the topic being taught. You will also review a research-based model of effectiveness for nonprofits that includes: Nonprofit Organization Lifecycle, Four Core Capacities (leadership, adaptability, management, and operations), and Organization Culture.



Who are the instructors?

Answer: Our instructors are established consultants/veteran instructors that have an extensive knowledge of the nonprofit sector and our region.

What is follow-up support?

Answer: After completion of each class, attendees have access to three hours of follow up coaching (per organization) with their instructor within three months of class completion. Follow-up coaching is provided at no cost and is available for organizations located in and serving one or more of the 18 WNC counties.

CLASS SCHEDULE

How often are classes scheduled?

Answer: We offer a fall and spring session, with five classes per session. The full rotation of 10 classes will be offered annually.

If I am unable to attend a class that is scheduled, will you offer it again?

Answer: Yes, we will be offering classes on a rotating basis.

When is the deadline to register?

Answer: You can register for each class up to the day before the scheduled date of the class. However, class enrollment levels are limited so early registration is encouraged.

For online classes, there are two dates. Do I need to attend both classes?

Answer: Yes, online classes are 3 hours each day, for a total of 6-hours per class. In order to receive credit for the class, you must attend both sessions and be in attendance for the full 6 hours. Online classes are interactive and require class participation/group work. If you do not attend both sessions in their entirety you will miss course content and affect the

dynamics of the interactive sessions. If you are unable to be present for the full class (both sessions), we ask that you cancel your registration and reschedule at another time.

Do I need to take the classes in a specific order?

Answer: No, you can take classes in any order that accommodates your schedule. If you miss a scheduled class, we will offer it again at a later date.

COST

How much do the classes cost?

Answer: Classes are \$50 for online and \$75 for in-person. The class fee is for each individual class.

For online classes, does the fee include both days?

Answer: Yes, all online classes are \$50 and include both days.



WNC Nonprofit Pathways is a collaboration of three funders:
Cherokee Preservation Foundation | The Community Foundation of Western North Carolina | United Way of Asheville and Buncombe County
with additional, generous support from BlueCross and BlueShield of NC Foundation | The Duke Endowment