

NONPROFIT FUNDAMENTALS CERTIFICATE PROGRAM



FAQ

The Basics

What is the Nonprofit Fundamentals Certificate Program?

This program is designed to give your nonprofit the key tools and knowledge it needs to build a strong future and run successfully.

How do I get started?

You can simply register for any class that's currently available – there are no special requirements to sign up for the program. Just visit <http://www.nonprofitpathways.org/calendar> to register. Please note that we invite a maximum of 3 people from each organization to attend each workshop.

Who should take these courses?

These classes are great for anyone involved with a nonprofit, including new professionals to the field, experienced leaders seeking new ideas, board members, staff, and volunteers. We encourage nonprofit representatives to bring another staff member or attend as a team. Each course will help you develop a plan to apply what you learn in your organization. We also suggest sharing your new knowledge by sharing at future staff or board meetings.

I don't live in Western North Carolina. Can I still take classes?

Our courses are designed specifically for the needs of Western North Carolina counties. As a result, classes are only available to nonprofits located within the 18 counties of Western North Carolina that WNC Nonprofit Pathways serves.

Certification

How do I get a certificate in this program?

To earn your Nonprofit Fundamentals Program Certificate, you need to complete eight classes in the series. The online courses consist of two 3-hour sessions on consecutive days. You must attend both days for the entire 6 hours to get credit for the class.

Can I take individual classes without pursuing the certificate?

Yes, absolutely! All our classes are open to staff, board members, and volunteers from Western North Carolina nonprofits. And don't worry if your plans change. There's no time limit to earn the certificate. You can pick up where you left off at your convenience.



WNC Nonprofit Pathways is a collaboration of these funders:
Cherokee Preservation Foundation | The Community Foundation of WNC
United Way of Asheville & Buncombe County | WNC Bridge Foundation |
Dogwood Health Trust
with additional, generous support from **The Duke Endowment**

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Class Content

What kinds of classes are offered?

Our classes focus on the key skills and professional development that nonprofit leaders need to manage their organizations effectively. Each class ends with you creating an "action plan." This plan helps you determine the next steps for your organization based on what you have just learned. You'll also explore a proven model for nonprofit effectiveness, which includes understanding how nonprofits grow (their lifecycle), four key abilities (leadership, adaptability, management, and operations), and your organization's culture.

Who are the instructors?

Our instructors are experienced consultants and teachers who possess extensive knowledge of the nonprofit world and our local region. You can find their bios on our website [here](#).

What is follow-up support?

After you finish each class, you get 3 FREE hours of coaching with your instructor. You can use these hours within three months of completing the class, on a first-come, first-served basis. This coaching is free of charge and is available to organizations located in and serving at least one of the 18 Western North Carolina counties. Each organization receives 3 hours of follow-up coaching per class.

Cost

How much do the classes cost?

Each class is \$50 and is held online. This fee covers one full course. Good news for some organizations: Fundamentals workshops are free if your nonprofit is based in and serves Western North Carolina and has an annual budget of under \$50,000. Pathways aims to ensure that these courses are accessible to all nonprofit leaders in WNC. If the cost is a concern for you, please contact us at contact@nonprofitpathways.org.

For online classes, does the fee include both days?

Yes, all online classes cost \$50, and that fee covers both days of the class.



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Class Schedule

How often are classes scheduled?

We offer classes during the fall and spring. We rotate through different courses that cover the basics of running a nonprofit. We don't offer classes in the summer.

If I'm unable to attend a scheduled class, will it be offered again?

Yes, we offer our classes on a rotating schedule, so it will come around again.

What's the deadline to register?

You can register for a class up until the day before it's scheduled. However, our class sizes are limited and often fill up quickly, so we recommend registering early to secure your spot.

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

Yes, online classes are split across two days, with 3 hours each day, for a total of 6 hours per class. To get credit, you must attend both sessions and be present for the entire 6 hours. Our online courses are interactive, incorporating individual participation and group work. If you don't attend both sessions fully, you'll miss important content and impact the group activities. If you know you won't be able to attend the entire class (both sessions), please cancel your registration and sign up for a different time.

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

No, you can take the classes in any order that fits your schedule.



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