

Nonprofit Management Academy

A comprehensive educational program for the nonprofit sector

March — December 2014

IOWA STATE UNIVERSITY
Extension and Outreach

JOHNSON COUNTY

LINN COUNTY



United Way of Johnson County

Larned A. Waterman
Iowa Nonprofit Resource Center

 THE UNIVERSITY OF IOWA

Certificate in Nonprofit Management Courses
**Participants may enroll in individual courses or a program
leading to a Certificate in Nonprofit Management**

*CEUs provided through Continuing Education and
Communication Services, Iowa State University*

IOWA STATE UNIVERSITY
Extension and Outreach

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How to Reach Us

Registration Information

Iowa State University Extension and Outreach, Johnson County

3109 Old Highway 218 South

Iowa City, IA 52246

Phone (319) 337-2145

Fax (319) 337-7864

Online www.extension.iastate.edu/johnson

Course Information/Registration/Special Needs

Jacky Cole

(319) 337-2145

jkcole@iastate.edu

Course Information

Gene Mohling

(319) 337-2145

mohling@iastate.edu

On the Internet

Iowa State University Extension and Outreach, Johnson County

www.extension.iastate.edu/johnson

Iowa State University Extension and Outreach, Linn County

www.extension.iastate.edu/linn

Iowa Nonprofit Resource Center

inrc.continuetolearn.uiowa.edu

United Way of Johnson County

www.unitedwayjc.org

Sponsors

The Nonprofit Management Academy is co-sponsored by Iowa State University Extension and Outreach, Johnson County, Iowa State University Extension and Outreach, Linn County, the Larned A. Waterman Iowa Nonprofit Resource Center, and the United Way of Johnson County.

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...and justice for all

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"The fees for service will be used to off-set direct expenses and to support the Community and Economic Development County Extension Program."

About the Nonprofit Management Academy

The Nonprofit Management Academy was established in 1999 by Iowa State University in partnership with the United Way Management Assistance Program to enhance the management skills of those serving nonprofit human services groups, hospitals, government agencies, faith-based organizations, private schools, art and cultural organizations, environmental groups, and others in the nonprofit sector.

Distinguished representatives of the nonprofit sector have served as advisors in the process of developing this program.

Through the Nonprofit Management Academy, participants can expect to gain new ideas, contacts and a network of professional support, new information and increased knowledge, and suggestions on how to apply the information presented in each course.

About the Certificate Program

To obtain a Certificate in Nonprofit Management, program participants must complete any combination of courses totaling six CEUs (continuing education units). CEUs are noncredit units awarded at a rate of one CEU for every 10 hours of classroom time. Certification is available upon completion of any ten Nonprofit Management courses.

The registration fee is \$70 per course. CEUs are available for an additional \$25. Iowa State University Continuing Education will keep a permanent record of all CEUs earned. Participants who sign up for CEUs but do not complete their certification may carry over any CEUs earned to the next Nonprofit Management Academy.

Who Should Attend?

The Academy welcomes anyone seeking professional development in the area of nonprofit management, including staff, management, volunteers, professional association employees, educators, and private sector employees who wish to make a career change to the nonprofit sector. Those who are interested in succession planning, building the skills of new managers, or enhancing leadership within the organization are strongly encouraged to participate.

Materials

Handout materials provided to participants are included in the registration fee for each course.

Location

All classes will be held at the Johnson County Extension Office, 3109 Old Highway 218 South in Iowa City.

Note: Given the possibility of scheduling conflicts, speakers are subject to change.

Courses

Employment Opportunities For All Citizens

Paul Retish, *University of Iowa College of Education*

Thursday, March 27, 2014 9:00 a.m. to 4:00 p.m.

With an expanding economy and more persons with diverse skills entering into the workforce we need to open up employment opportunities for these emerging populations. Persons with disabilities, low skills, English as a foreign language and different customs and needs are available for employment. How can employers hire, train, and keep records on these employees. ADA, Federal and state support will be discussed as will grant writing to assist the employer and new employees.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Financial Management and Oversight For Nonprofit Organizations

Stan Miller, *Stan Miller Consulting Services*

Thursday, April 3, 2014 9:00 a.m. to 4:00 p.m.

This course is designed to help nonprofit management leaders manage financial, legal and compliance risk through improved financial management and oversight. Excellence in financial management requires well designed financial statements that inform management and boards of directors, help them monitor risks and prepare budgets. Well designed financial statements should also generate data used for audits, regulatory purposes, Form 990, and for grant and contract reporting. The course will provide the criteria for when an organization should consider an annual audit, and cover basic accounting methods used by nonprofits.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Building Effective Boards and Committees

Regenia Bailey, *Bailey Leadership Initiative, LLC*

Thursday, April 17, 2014 9:00 a.m. to 4:00 p.m.

This workshop will address the legal and organizational responsibilities of boards and committees, and ways to build a culture of engagement within your organization. We will also discuss the many roles that board members should and shouldn't play to advance their organizations.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

And You Thought the Nonprofit World Was Conflict Free

Don Broshar, *Don Broshar Consulting, LLC*

Thursday, May 22, 2014 9:00 a.m. to 4:00 p.m.

It seems I'm experiencing an increase in conflict, crisis management, or nonprofit boards of directors in "sticky situations". What role does conflict and the related difficult behavior play in the management of nonprofit organizations today? This interactive workshop will focus on defining conflict, determining what creates conflict, and developing strategies for managing and resolving those conflicts. The workshop will also examine the role a nonprofit board of directors plays in managing, or perhaps even creating, conflict in organizations. The workshop participants will explore how to select the right board members and how to develop the board members to be effective in their governance role.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Only Superheroes Should Have Secret Identities - Crafting and Sharing Your Story

Rob Cline, *The University of Iowa's Hancher*

Melea Dau, *The Englert Theatre*

Thursday, June 5, 2014 9:00 a.m. to 4:00 p.m.

Keeping the community informed about the good work your organization does requires two things – a compelling story told well, and the right plan for sharing that story. This course will help you identify your most important stories, draft ways to tell them, and consider the various outlets—from print to social media and more—for sharing them. Storytelling is a superpower, and this course will help you wield it for good.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Understanding the Human Resource Aspect of a Nonprofit

Don Broshar, *Don Broshar Consulting, LLC*

Thursday, June 19, 2014 9:00 a.m. to 4:00 p.m.

The realm of human resources is constantly changing. Staying up-to-date is not always easy. This session will explore different aspects of human resources. In this workshop the participants will explore the following issues; FLSA, exempt vs nonexempt, performance review, documentation, hiring practices, retention of top employees, training and development; as well as others of interest to the participants. At the end of the workshop you will have an appreciation for why the most common answer in Human Resources is "It depends."

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Organizational Planning

Regenia Bailey, *Bailey Leadership Initiative, LLC*

Thursday, September 18, 2014

9:00 a.m. to 4:00 p.m.

In this workshop, participants will discover ways to create and implement organizational plans. The presentation will include information about different types of organizational planning, how to determine which to use in specific situations, and the role that organizational culture plays in successful implementation of plans.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Legal Perspectives on Organizing Nonprofits: Principles & Procedures

Richard Koontz, *Larned A. Waterman Iowa Nonprofit Resource Center*

Thursday, October 9, 2014

9:00 a.m. to 4:00 p.m.

This is a "hands on" workshop to review and complete all the legal forms needed to start a nonprofit corporation with 501(c)(3) status in the State of Iowa. Basics of the Iowa nonprofit corporation act as it relates to starting up will be discussed. Tax exemption issues arising on Form 1023 will also be explored.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

The Secrets of a Successful Development Plan

Jody Ruff, *Executive Director, Xavier High School Foundation*

Thursday, November 6, 2014 NEW DATE!

9:00 a.m. to 4:00 p.m.

This session will help you to establish a successful development plan for your organization. You will learn to assess your institutional readiness for annual, capital and planned giving. We will discuss advantages and strategies for diversifying your development revenue streams including mail solicitation, special events, major gift solicitation, planned giving programs and soft solicitations. The session will present strategies for stewardship and donor relations as a critical part of long term development success. Finally, we will examine practical ways to evaluate the effectiveness of your plan.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Diversity in Your Community

Paul Retish, *University of Iowa College of Education*

Thursday, November 13, 2014

9:00 a.m. to 4:00 p.m.

Iowa and surrounding states are going through a change in populations. New religions, customs, clothing and behaviors. How can we assist these new arrivals to be an integral and positive part of the community? What should society be aware of, make accommodations for, and how to assist newcomers to feel comfortable? Seminar will be concerned with identifying these new strengths and how all can accommodate to each other.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

List of Course Instructors

Paul Retish, Professor of Education in Special Education
University of Iowa College of Education
paul-retish@uiowa.edu

Stan Miller, Principal
Stan Miller Consulting Services
smiller52240@gmail.com

Regenia Bailey, Owner and Founder
Bailey Leadership Initiative, LLC
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Don Broshar, Consultant
Don Broshar Consulting, LLC
donbrosharconsulting@gmail.com

Rob Cline, Director of Marketing and Communications
The University of Iowa's Hancher
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Melea Dau, Marketing Director
The Englert Theatre
melea@englert.org

Richard Koontz, Program Manager
Larned A. Waterman Iowa Nonprofit Resource Center
richard-koontz@uiowa.edu

Jody Ruff, Executive Director
Xavier High School Foundation
jruff@xavierfoundation.org

Registration Information

Registration Deadline

The registration deadline is **five working days** prior to the first class meeting for each course. Registrations will not be processed unless accompanied by payment in full. An acknowledgement of registration and payment will be sent via email as confirmation prior to the class, and a receipt for payment will be provided at the class.

Refund and Cancellation Policy

If a participant cancels at least five days in advance of the start of a registered class, a full refund will be made. For cancellations received fewer than five days in advance, there will be no refunds, although substitutions are welcome at any time. In case of cancellation of the class due to insufficient enrollment, a full refund will be made. Additionally, classes will be canceled if the Iowa City public schools are closed due to inclement weather. Weather cancellations will be announced via the local television and radio stations. If these classes cannot be rescheduled, a full refund will be made.

To Register

Mail registration form and cash or check payable to Johnson County Extension to:
Johnson County Extension
3109 Old Highway 218 South
Iowa City, IA 52246

Questions

For questions regarding registration, contact Jacky Cole at (319) 337-2145 or by email at jkcole@iastate.edu. For information on program content, contact Gene Mohling at (319) 337-2145 or by email at mohling@iastate.edu, or Jacky Cole at (319) 337-2145 or by email at jkcole@iastate.edu.

Special Needs

If you need accommodations for a disability, contact Jacky Cole at (319) 337-2145 or by email at jkcole@iastate.edu.

Nonprofit Management Academy

Registration Form

Please type or print legibly all information. This form may be duplicated for additional registrations.

 First Name Last Name

 Company/Affiliation Job Title: Director Board Member Volunteer Staff Other

 Email Address

 Day Phone Fax Evening Phone

 Mailing Address

 City State Zip Code

Please enroll me in the following courses:	Date	Course Fee	CEU Fee
Please mark box(es) for the course(s) of your choice.			
<input type="checkbox"/> Employment Opportunities For All Citizens	March 27	\$70	\$25
<input type="checkbox"/> Financial Management and Oversight	April 3	\$70	\$25
<input type="checkbox"/> Building Effective Boards and Committees	April 17	\$70	\$25
<input type="checkbox"/> Thought Nonprofit World Was Conflict Free	May 22	\$70	\$25
<input type="checkbox"/> Only Superheroes Should Have Secret Ident.	June 5	\$70	\$25
<input type="checkbox"/> Understanding the Human Resource Aspect	June 19	\$70	\$25
<input type="checkbox"/> Organizational Planning	September 18	\$70	\$25
<input type="checkbox"/> Legal Perspectives on Organizing Nonprofits	October 9	\$70	\$25
<input type="checkbox"/> The Secrets of a Successful Develop. Plan	November 6 NEW DATE	\$70	\$25
<input type="checkbox"/> Diversity in Your Community	November 13	\$70	\$25
	Total:	\$ _____	\$ _____
	Amount Enclosed: \$ _____		

Please make checks payable to Johnson County Extension.
 Mail registration and cash or check to:
 Johnson County Extension, 3109 Old Highway 218 S, Iowa City, IA 52246