

Nonprofit Management Academy

A comprehensive educational program for the nonprofit sector.

June— November 2018

IOWA STATE UNIVERSITY
Extension and Outreach

JOHNSON COUNTY

LINN COUNTY



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

Table of Contents

About the Nonprofit Management Academy	Page 4
Courses	Page 5
Registration Information	Page 9
Registration Form	Page 10

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

Shannon Bielicke

(319) 337-2145

bielicke@iastate.edu

Course Information

Gene Mohling

(319) 337-2145

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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

<http://inrc.law.uiowa.edu/>

United Way of Johnson & Washington Counties

www.unitedwayjwc.org/

Johnson County Social Services

www.johnson-county.com/

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, the United Way of Johnson & Washington Counties, and Johnson County Social Services.

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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

Embracing Advocacy: How Your Organization Can Effectively Influence Public Opinion & Public Policy

Paul Thelen, Director of the Larned A. Waterman Iowa Nonprofit Resource Center, University of Iowa

Tuesday, June 12, 2018

9:00 a.m. – 4:00 p.m.

Nonprofit organizations are uniquely situated to shape both public opinion and public policy. In this class, we will teach you many of the rules that govern nonprofit advocacy—including lobbying activities. We will primarily focus on how you can develop the knowledge, skills, and resources to advance your organization's mission through effective advocacy.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Nonprofit Finance and Governance Best Practices

*David R. Little, CPA; Missy Roseberry, CPA; Mary Ites, Consultant
CliftonLarsonAllen LLP*

Tuesday, June 26, 2018

9:00 a.m. – 4:00 p.m.

Part I: Finance Function Dysfunction: Assessing and Improving your Financial Operations — Turnover. Bad data. Slow and manual processes. Numerous of excel schedules. Late financials... or none at all. Any of these sound familiar? Often these pain points are really symptoms of deeper challenges within an organization's finance function. In this case-study based session, learn about a holistic approach you can take to assess the people, rules, and tools your finance function uses to operate, and how to develop a road-map to get you from today's challenges to the high-performing finance function of your future.

Part II: Fraud Risks and Prevention: Covering your Assets—Fraudsters only tackle large, for-profit companies.... Right? Wrong. Nonprofit fraud is more common than many people think, and is not limited to hackers or stealing from petty cash. During this session learn from some case studies where fraud occurred at organizations like yours, and then share with your colleagues about how you are or might prevent something similar. Often, internal controls are your best line of defense against many types of fraud, so the presenters will share best practices for implementing internal controls, even in small organizations with few (or no) employees.

Part III: Communicating Financials: Defining what people should understand and helping them do so—Can each member of your board and management team answer the question “what is our financial goal this year?” Should they be able to? During this session we will help define the expectations and duties of each group as it relates to financial management and oversight. We will then tackle the bigger issue – how to help them meet those expectations, particularly when looking at an income statement might make their eyes glaze over. This session will showcase some helpful examples of how you might share financial updates with your board and staff.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Working Across Cultural Difference, Knowing Yourself so You Can Learn About Others

Ross Wilburn, Iowa State University Extension and Outreach Diversity Officer & Associate Director of Community Economic Development

Tuesday, August 14, 2018

9:00 a.m. – 4:00 p.m.

Exploring aspects of culture, diversity, and inclusion through presentation, discussion, and experiential activities. Participants will: Explore dimensions of diversity that they bring to the table. Develop an awareness of how their personal culture influences their interactions with others. Practice using community mapping as a tool when trying to become familiar with diverse audiences in their own geographic area. Receive an introductory seminar to Navigating Difference- A Cultural Competency Training. Become familiar with their learned and culturally influenced style of interacting during conflict. Participate in a consensus workshop answering the question: What specific ways can we increase our knowledge, experience, and skill to help us interact with others who are different from us in our personal life, professional career, organization, and community?

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Ready, Set, Hire!

Kaela Black, PHR, SHRM-CP, Extension Human Resources, Iowa State University Extension and Outreach

Tuesday, August 28, 2018

9:00 a.m. – 4:00 p.m.

Hiring best practices from beginning to end to help assist you in finding the best people to work within your Non-Profit. This session will provide information from the beginning steps of writing an effective position description, to procedures to follow during the search process, and best ways to find the best candidate that fits within your organization.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Managing People IS Harder Than Rocket Science

Jessica Stolee, SHRM-CP, PHR, Coordinator in the Human Resources Office at Iowa State University Extension and Outreach

Tuesday, September 11, 2018

9:00 a.m. – 4:00 p.m.

In my years of assisting supervisors, I once had a supervisor in Aerospace Engineering tell me that his area of expertise (science of space rockets) was easier than managing people. You have a difficult job! But it is not impossible! We will learn how to effectively address and correct performance behavior that is not adding value to your organization and bring peace back into your world. To achieve this we will discuss best practices around performance management, accountability, how to document effectively, suggested policies, and the discipline process. You won't be trained to build rockets when we are done, but you will have tools to bring your organization back to peace.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Grant Writing 101

Eric Christianson, Local Government Field Specialist, Iowa State University Extension & Outreach

Tuesday, September 25, 2018

9:00 a.m. – 4:00 p.m.

We will provide hands-on training in seeking and writing successful grant applications. Participants are encouraged to bring a laptop, iPad, or tablet device to the workshop if they have one available. Please bring ideas for potential projects or even drafts of current grant applications. The workshop will begin with training on how to explore various public and private funding sources. Then, we will share tips on planning projects and running an organization that is grant ready and how to best communicate your ideas to grantors through the grant writing process. Finally, we will use the afternoon to put what we have learned into action by critiquing written proposals, researching relevant grants, and workshopping our own project and grant ideas.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Experience Conflict with Confidence

Don Broshar, Consultant, Iowa State University Human Resources

Tuesday, October 9, 2018

9:00 a.m. – 4:00 p.m.

Do you want to live a conflict-free life. While that is not possible, you can live a life where you perceive conflict as just a part of your experience. With the right tools and skills, you can learn to approach conflict situations with the confidence that you can handle them. This workshop will provide an opportunity to learn about conflict and how to either manage or resolve it. You will also explore how difficult behaviors are developed and how they impact conflict.* Workshop participants will: Understand what is meant by conflict. Learn how conflict affects them individually. Develop strategies for addressing conflict. Learn the difference between conflict resolution and conflict management. Explore a model of human development that explains how difficult behaviors develop and how to handle them. Learn communication skills of dialogue that creates a climate of civility.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Developing and Implementing Your Organization's Strategic Plan

Regenia Bailey, M.A., M.B.A., Bailey Leadership Initiative, LLC

Tuesday, October 23, 2018

9:00 a.m. – 4:00 p.m.

Many find that creating and implementing a strategic plan is challenging for their organizations. In this workshop, we'll discuss how to design a strategic planning process and develop a strategic plan for any type of organization. We'll also address how to ensure that your plan is implemented once it has been developed. This workshop will include both presentation and participant discussion. It will be useful for both directors of nonprofit organizations as well as board members, particularly those on the executive committee.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

Volunteer Management and Effective Supervision

Sue Prochazka, United Way of the Great River Region

Tuesday, November 27, 2018

9:00 a.m. – 4:00 p.m.

This session will provide an overview of current trends and best practices in volunteer management. Effective volunteer management can enhance the mission of your program and give your staff the necessary tools for expanding volunteer opportunities within your organization. Participants will discuss both challenges and strategies for improving an agency's capacity to use volunteers. The workshop will also include information about special initiatives such as Service Enterprise training and certification.

Course Fee: \$70

CEU Fee: \$25

CEUs: 0.6

List of Course Instructors

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Don Broshar, Consultant *Iowa State University Human Resources*,
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Mary Ites, Senior Consultant *CliftonLarsonAllen LLP*, mary.ites@CLAconnect.com

Ross Wilburn *Iowa State University Extension and Outreach Diversity Officer & Associate Director of Community Economic Development*, wilburn@iastate.edu

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 Shannon Bielicke at (319) 337-2145 or by email at bielicke@iastate.edu. For information on program content, contact Gene Mohling at (319) 337-2145 or by email at mohling@iastate.edu, or Shannon Bielicke at (319) 337-2145 or by email at bielicke@iastate.edu.

Special Needs

If you need accommodations for a disability, contact Shannon Bielicke at (319) 337-2145 or by email at bielicke@iastate.edu.

