NONPROFIT MANAGEMENT, CERTIFICATE IN (POST-BACCALAUREATE GRADUATE CERTIFICATE)

Program goal

The program mission is to empower community leaders with the knowledge, theory, research and real-world applications needed to creatively solve public issues and shape public policy. The program equips current and future executives, boards, staff and volunteers to lead, govern and manage nonprofit organizations collaboratively, thoughtfully and ethically.

In the graduate Certificate in Nonprofit Management program, students gain knowledge and skills in nonprofit governance, management, fundraising, and program development and evaluation that they will need to become leaders and change agents in this rapidly growing sector. The school welcomes degree applicants from any undergraduate major, as entry- and top-level employees in nonprofit organizations have a wide range of backgrounds, including the sciences and humanities, social sciences, and technology. Courses are scheduled in the evening and on weekends with the working professional in mind.

Student learning outcomes

1. To understand the nonprofit sector's relationship to the for-profit and government sectors
2. To know how to build a fundraising and donor communication plan model
3. To understand how to budget and evaluate the financial management practices of nonprofit organizations
4. To have the skills to analyze and implement laws impacting nonprofit organizations and their governance

VCU Graduate Bulletin, VCU Graduate School and general academic policies and regulations for all graduate students in all graduate programs

The VCU Graduate Bulletin website documents the official admission and academic rules and regulations that govern graduate education for all graduate programs at the university. These policies are established by the graduate faculty of the university through their elected representatives to the University Graduate Council.

It is the responsibility of all graduate students, both on- and off-campus, to be familiar with the VCU Graduate Bulletin as well as the Graduate School website (http://www.graduate.vcu.edu/) and academic regulations in individual school and department publications and on program websites. However, in all cases, the official policies and procedures of the University Graduate Council, as published on the VCU Graduate Bulletin and Graduate School websites, take precedence over individual program policies and guidelines.

Visit the academic regulations section for additional information on academic regulations for graduate students. (https://bulletin.vcu.edu/academic-regs/)

Graduation requirements

As graduate students approach the end of their academic programs and the final semester of matriculation, they must make formal application to graduate. No degrees will be conferred until the application to graduate has been finalized.

Graduate students and program directors should refer to the following graduation requirements as published in the Graduate Bulletin for a complete list of instructions and a graduation checklist.

Visit the academic regulations section for additional information on graduation requirements. (https://bulletin.vcu.edu/academic-regs/grad/graduation-info/)

Apply online today. (https://www.vcu.edu/admissions/apply/graduate/)

Admission requirements

Degree:	Semester(s) of entry:	Deadline dates:	Test requirements:
Certificate	Fall	Feb 1 (early admission); Apr 1 (priority deadline); May 1 (final deadline)	None
	Spring	Oct 1	

In addition to the general admission requirements of the VCU Graduate School (https://bulletin.vcu.edu/graduate/study/admission-graduate-study/admission-requirements/), admission to the certificate program requires the same application procedure used for the M.P.A., with the exception of the standardized examination, which is not required. Further, the standardized exam requirement for the M.P.A. program is waived for certificate students who have a minimum GPA of 3.5 after completion of at least six credits of certificate course work.

Degree requirements

In addition to general VCU Graduate School graduation requirements (https://bulletin.vcu.edu/academic-regs/grad/graduation-info/), the certificate requires a total of 15 graduate credit hours, comprising four courses in the graduate public administration program and one elective. The elective may be from the public administration curriculum or from elsewhere within the school or university.

Curriculum requirements

Required courses

Course	Title	Hours
PADM 650	Principles of Nonprofit Management	3
PADM 656	Fund Development for the Nonprofit Sector	3
PADM 659	Financial Management for Nonprofit Organizations	3
PADM 661	Nonprofit Law, Governance and Ethics	3
Total Hours		**12**

Elective

Course	Title	Hours
Select one of the following:		3
PADM 583	Effective Managerial Communications	
PADM 584	Planned Organizational Change	

PADM 585	Power, Influence and Organizational Competence
PADM 591	Topic Seminar
PADM/GVPA 601	Introduction to Public Service and Administration
PADM 602	Critical and Creative Thinking for Public Managers
PADM 603	Politics and Economics
PADM 604	Comparative Public Institutions
PADM/SOCY 605	Survey Research Methods
PADM 606	Government Management Models
PADM 607	Public Human Resource Management
PADM 609	Financial Management in Government
PADM 621	Organizational Behavior and Management in Government
PADM 622	Public Sector Budgeting
PADM/GVPA/ CRJS/URSP 623	Applied Research Methods
PADM 624	Empirical Analysis for Evidence-Based Governance (PADM 623 is a prerequisite for PADM 624)
PADM/GVPA 625	Policy Insights: Assessing Public Policies
PADM 626	Intergovernmental Relations
PADM 627	Workshop in Policy Analysis
PADM/ENVS 628	Environmental Policy and Administration
PADM/URSP 630	Strategic Planning and Management in the Public Sector
PADM 637	Organic Human Resources Management
PADM 642	Grants Management
PADM 652	Administrative Law
PADM 654	Program Design and Evaluation
PADM 657	Nonprofit Advocacy and Government Relations
PADM 660	Community Power Dynamics
PADM 662	Advanced Topics in Revenue and Taxation
PADM 664	Local Government Administration
PADM 675	Comparative Public Administration
PADM 680	Leadership in the Public Sector
PADM 681	Governmental Administrative Decision-making Processes
PADM 682	Advanced Public Human Resources Management
PADM/PHIL/GVPA 683	Administrative Ethics
PADM 689	Capstone: Bridging Theory and Practice
PADM 691	Topics in Public Administration
One graduate three credit-hour course from elsewhere in the Wilder School or elsewhere in the university (with approval from the program chair)	
Total Hours	**3**

The minimum total of graduate credit hours required for this certificate is 15.

Students who complete the requirements for this program will receive a Certificate in Nonprofit Management.

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