

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](http://bulletin.vcu.edu/academic-regs). (<http://bulletin.vcu.edu/academic-regs>)

Degree candidacy requirements

A graduate student admitted to a program or concentration requiring a final research project, work of art, thesis or dissertation, must qualify for continuing master's or doctoral status according to the degree candidacy requirements of the student's graduate program. Admission to degree candidacy, if applicable, is a formal statement by the graduate student's faculty regarding the student's academic achievements and the student's readiness to proceed to the final research phase of the degree program.

Graduate students and program directors should refer to the following degree candidacy policy as published in the VCU Graduate Bulletin for complete information and instructions.

Visit the [academic regulations section for additional information on degree candidacy requirements](http://bulletin.vcu.edu/academic-regs/grad/candidacy). (<http://bulletin.vcu.edu/academic-regs/grad/candidacy>)

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](http://bulletin.vcu.edu/academic-regs/grad/graduation-info). (<http://bulletin.vcu.edu/academic-regs/grad/graduation-info>)

Apply online at graduate.admissions.vcu.edu (<http://www.graduate.admissions.vcu.edu>).

Admission requirements

Degree:	Semester(s) of entry:	Deadline dates:	Test requirements:
Certificate	Fall	Apr 1 (Mar 1 for financial aid)	None
	Spring	Oct 1	

Special requirements

- Students who achieve a minimum GPA of 3.6 in certificate course work in the L. Douglas Wilder School of Government and Public Affairs are eligible to apply to the Master of Public Administration program, provided they do so before the completion of the certificate. The student must still formally apply and be admitted to the M.P.A. program. A 3.6 GPA in certificate work does not guarantee admission to the M.P.A. program.

In addition to the general admission requirements of the VCU Graduate School (<http://bulletin.vcu.edu/graduate/study/admission-graduate-study/admission-requirements>), admission to the certificate program requires the same procedure used in applying to the M.P.A., except that a standardized examination is not required.

Degree requirements

In addition to general VCU Graduate School graduation requirements (<http://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	Principles of Public Administration	
PADM 602	Public Administration Theory	
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	Research Methods for Government and Public Affairs	
PADM 624	Quantitative Methods for Public Administration (PADM 623 is a prerequisite for PADM 624)	
PADM/GVPA 625	Public Policy Analysis	
PADM 626	Intergovernmental Relations	
PADM 627	Workshop in Policy Analysis and Evaluation	
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 in the Nonprofit Sector	
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	Executive Leadership Seminar	
PADM 681	Governmental Administrative Decision-making Processes	
PADM 682	Advanced Public Human Resources Management	
PADM/PHIL/GVPA 683	Administrative Ethics	
PADM 689	Seminar in Public Administration: Integration of 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

Total graduate credit hours required (minimum) 15

Program contact

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Program website: wilder.vcu.edu/academic/certificate/nonprofit.html
(<http://wilder.vcu.edu/academic/certificate/nonprofit.html>)