



# NONPROFIT LEADERSHIP INSTITUTE



**BERGEN COMMUNITY COLLEGE  
NONPROFIT LEADERSHIP INSTITUTE**



nonprofit institute for  
**PHILANTHROPY AND LEADERSHIP**  
at Bergen Community College

To register, call: (201) 447-7488 • [www.bergen.edu/continuinged](http://www.bergen.edu/continuinged)

# NONPROFIT LEADERSHIP INSTITUTE

## Bergen Community College Nonprofit Leadership Institute

### Certificate in Leadership

This certificate program was designed to strengthen the leadership and management capacity of nonprofit practitioners and those wishing to work in the nonprofit sector. The coursework provides both current and future leaders with the skills and knowledge necessary to respond to the growing complex challenges and opportunities of nonprofit organizations. These courses are ideal for experienced professionals contemplating a career change into the nonprofit sector or for those in government and business interested in learning more about the nonprofit organization with whom they volunteer and support.

The **Nonprofit Leadership Certificate Program** allows participants to:

- Learn about current trends, challenges, and best practices in nonprofit management.
- Develop leadership skills necessary to influence decisions of key stakeholders, encourage collaboration and build coalitions.
- Become part of a local and national network of nonprofit leaders.
- Explore strategies for building and sustaining relationships.
- Gain a better understanding of the key principles of philanthropy in order to increase dollars and donors for your organization.
- Learn best practices for leading and managing for change.

#### Who Should Attend?

Candidates for the certificate program include staff, volunteers, board members, executive directors, program directors, committee chairpersons, and business leaders serving on nonprofit boards. These programs are also ideal for experienced professionals contemplating a career change into the nonprofit sector.

Participants are encouraged to attend from a wide range of nonprofit organizations including, but not limited to, arts and culture, advocacy groups, community-based organizations, healthcare, human and social services, foundations, environmental groups, membership associations and educational & research organizations.

Participants can either elect to take all six courses to obtain a Certificate of Completion or take any individual course(s) based on interest or need.

**Each course is three hours in length and meets from 6:30 p.m. to 9:30 p.m. at a cost of \$50. Take all six courses in a certificate program for \$250 (CE977). Payment must be made in full upon registration. To register, please contact the School of Continuing Education, Corporate and Public Sector Training at (201) 447-7488.**

**Location:** TBA



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## Nonprofit Management Theory

### ***Nonprofit Board Development***

This course will examine how to build a strong board through strong volunteer leadership, how to access new networks to recruit a different kind of board member, how to develop appropriate reappointment policies, how to engage the board in strategic planning and fundraising and keep them excited about the organization and its mission.

CE 027                      Monday                      3/26/12

**Instructor:** Amanda Missey, Director, Training and Business Services, Volunteer Center of Bergen County, Inc.

### ***Nonprofit Management Theory***

This course will explore the fundamental principles of non-profit management including the important aspects of organizational development, finance, human resources, strategic planning, fundraising, marketing and communications.

CE 025                      Monday                      4/2/12

**Instructor:** Michael Tozzoli, Chief Executive Officer, West Bergen Mental Health Center

### ***Effective Leadership Principles***

This course will explore the key aspects of relationship building with key stakeholders, communicating organizational success and achievements, learn how to measure and improve the nonprofit "stock price," how to become a passionate, inspiring and visionary leader, and how to become more business minded.

CE 026                      Monday                      4/9/12

**Instructor:** Lynne H. Algrant, Leadership Consultant- Bergen Leads

### ***Techniques of Fundraising***

This course will examine the principles of philanthropy, successful fundraising characteristics of non-profit organizations, and how to develop a strategic fundraising plan, diversify your donor base, create a compelling case for support, how to engage your board and potential donors along with how to "make the ask."

CE 028                      Monday                      4/16/12

**Instructor:** Elizabeth Mason, CFRE, Senior Vice President, Planning and Strategic Development, Children's Aid and Family Services

### ***Strategic Planning for Nonprofits***

This course will explore how to improve organizational performance and sustainability through the use of strategic planning, how to employ time-tested business tools that strengthen the ability of staff to plan, execute and evaluate their efforts, and how to develop and maintain professional managerial skill and leadership capacity.

CE 092                      Monday                      4/23/12

**Instructor:** Clark LaMendola, President, LaMendola Associates, Inc.

### ***Finding Donors to Fund Your Non-profit***

Development officers and nonprofit board members interested in learning how to increase fundraising efforts benefit from the prospect research techniques shared in this class. Topics include: harness internet resources to identify high net worth individuals; review the important basics of Foundation research; uncover local philanthropists through family foundations; and research and pursue corporate support.

CE 093                      Monday                      4/30/12

**Instructor:** Maria Semple, Principal, The Prospect Finder LLC, author of "Panning for Gold: Find Your Best Donor Prospects Now!"