Nonprofit Management and Leadership
Graduate Certificate

Effective July 9, 2018
Graduate certificates are an ideal way to update existing knowledge, gain new knowledge, and study at the graduate level.

Nonprofit Management and Leadership Graduate Certificate

The Nonprofit Management and Leadership graduate certificate is designed for professionals who want to increase their knowledge of the nonprofit sector as it relates to nature, role, and societal impact from local and global perspectives. This graduate certificate addresses fundamental concepts and issues in nonprofit governance, strategic planning, program evaluation, fund development, fund management, and cross-sector collaboration.

This graduate certificate is offered in the GuidedPath delivery model.
Career Information

Capella’s Career Center proactively assists learners and alumni in developing and implementing their unique career management goals. The Career Center staff is committed to helping working adults move forward in their careers.

Rapid growth in the number of nonprofit organizations, along with a greater emphasis on accountability in the field, has increased the demand for well educated, highly skilled nonprofit leaders and managers.

**GRADUATE CERTIFICATE PROGRAM OUTCOMES**

- Adapt principles and practices of effective leadership and governance to achieve optimal performance and promote the organization mission
- Integrate the dynamics of complex global, diverse, and multicultural constructs within the nonprofit sector
- Engage in effective, relevant, and professional communications and ethical behavior to promote the organizational mission in the nonprofit sector
Curriculum

• 4 required courses
• Total program credits: 16 quarter credits

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NPM5010</td>
<td>Nonprofit Governance and Accountability</td>
<td>4</td>
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<tr>
<td>MPA5014</td>
<td>Nonprofit Organizational Performance and Program Evaluation</td>
<td>4</td>
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<tr>
<td>NPM5018</td>
<td>Fund Development and Management</td>
<td>4</td>
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<tr>
<td>NPM6008</td>
<td>Nonprofit Strategic and Operational Planning</td>
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ADMISSION REQUIREMENTS

Bachelor’s degree from an institution accredited by a U.S. Department of Education-recognized accrediting agency or an internationally recognized institution

Grade point average of 2.3 or higher on a 4.0 scale

Course Descriptions

NPM5010  Nonprofit Governance and Accountability  
This course presents an in-depth investigation of nonprofit organizations, with particular emphasis on the role and responsibilities of the nonprofit governing body, the organizational mission, and the trends and challenges these organizations face. Learners assess the policies and practices used for ethical management and accountability and apply the data management and data modeling techniques used to improve organizational performance. Learners also evaluate the legal, tax, and contractual compliance obligations of nonprofit organizations.

MPA5014  Nonprofit Organizational Performance and Program Evaluation  
This course presents performance measurement techniques and the methods used to manage organizational performance. In particular, learners examine qualitative, quantitative, and mixed-methods research and evaluation techniques to assess the relationship between program impact and organizational performance. Learners also analyze the ethical and legal implications of data use, collection, evaluation, and integration from internal and external organizational perspectives.

NPM5018  Fund Development and Management  
Learners in this course explore the role of fund development in nonprofit governance. Learners apply methods and techniques to the areas of philanthropic support, fundraising, grant writing, and grant management. Learners also investigate ethical and legal issues associated with fundraising and donor relations behaviors and activities. Other course topics include data integrity, collection, and retention systems.

NPM6008  Nonprofit Strategic and Operational Planning  
Learners in this course evaluate opportunities for program advancement and revenue enhancement in local and global economic contexts. Learners employ fund development techniques to define the strategic planning process for future nonprofit growth as driven by organizational mission and vision.

The courses in this program may require live web conferencing activities and/or learner audio/video recordings. Learners who require assistive technology or alternative communication methods to participate in these activities should contact Disability Services to request accommodations.
There are many financial aid options available to help Capella learners offset their tuition costs.

Contact an enrollment counselor at 1.888.CAPPELLA (227.3552) to discuss your financial aid opportunities.

**Tuition and Fees**

This tuition estimate is effective July 9, 2018, and is subject to change. For current pricing, visit the Capella University website at www.capella.edu.

<table>
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<tr>
<th>TUITION/FEE</th>
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<tbody>
<tr>
<td>Tuition per credit</td>
<td>$539</td>
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<tr>
<td>Resource kit per quarter</td>
<td>$125</td>
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**Financial Aid**

Capella University offers assistance to learners who qualify and would like to secure educational funding to help finance their academic program. A number of options are available, given the diverse needs and backgrounds of prospective learners. Options include:

- Federal Direct Stafford Loan Program
- Federal Direct PLUS Loan Program
- Non-federal loans through preferred lenders and financial institutions
- Capella scholarships
- External scholarships
- Veterans’ educational benefits and U.S. armed forces discounts
- Corporate and higher education alliances
- Employer tuition reimbursement

Regarding loan programs, interest rates for Stafford student loans are low compared to other types of consumer loans, and repayment can be deferred until after graduation. In compliance with federal and state laws, Capella University has established policies for all learners regarding satisfactory academic progress, which is necessary for financial aid eligibility.
Academic Leadership

Anna Hultquist, PhD, LMFT
Dean
Anna Hultquist is dean of Capella University’s School of Counseling and Human Services, having previously served as associate dean for the Department of Counseling. Dr. Hultquist has more than 20 years of experience as a licensed therapist, counselor educator, and program director, designing programs to meet state and national accreditation standards. In addition to maintaining an active private practice, Dr. Hultquist has established and served as clinical director for two community-based counseling centers that trained graduate-level clinical interns. Her service to the profession has included professional licensure initiatives, appointment to the Oregon State Board for Professional Counselors and Therapists, and numerous conference presentations and professional articles. Dr. Hultquist earned a COAMFTE-accredited Master of Science in Human Development, Counseling and Family Studies from the University of Rhode Island, completed graduate work in guidance and school counseling at Rhode Island College, and earned a PhD in Adult Education from the University of Connecticut. Dr. Hultquist holds the distinction of Certified Family Life Educator from the National Council on Family Relations, as well as Clinical Member and Approved Supervisor from the American Association for Marriage and Family Therapy. She is also a member of the American Counseling Association, the Association for Conflict Resolution, and the International Association of Coaches.

Dinah Manns, EdD
Faculty Chair
Dr. Dinah Manns serves as the faculty chair of human services at Capella University. Dr. Manns has held numerous executive positions in health care and community service agencies where she oversaw personnel, program, and fiscal management. Her executive positions include serving as the chief operating officer of the largest federally qualified health center in Oklahoma and as director of the Educational Opportunity Center at Rogers State University. Her teaching background spans over 20 years, and she has worked in online education since 2005. After completing a Bachelor of Arts in Psychology from The College of William and Mary in Virginia, she relocated to Tulsa, Oklahoma for graduate studies. Dr. Manns received an MA in Counseling from Oral Roberts University and an EdD from Oklahoma State University. Dr. Manns is an avid researcher and completed a qualitative study for Susan G. Komen Tulsa Affiliate on health literacy in 2015. She is currently conducting research in the data collection phase of a research study on culturally competent communities in Ferguson, Missouri.
Move Forward with Capella University

WORKING SCHOLARS
Capella provides an online, flexible learning environment for working adults who are also determined scholars. That connection between academic and professional work infuses the entire Capella experience—from the faculty we recruit to the course projects you complete. The theories discussed in the courseroom are designed to develop working knowledge for everyday situations.

AN ACCREDITED UNIVERSITY
Our accreditation* is an assurance to students, employers, and the public that Capella University meets established standards for quality of faculty, curriculum, and learner services. It is also an important factor in the ability to transfer credits among higher education institutions. Regional accreditation, the type held by Capella, is the most common type for major public, state, and private institutions in the United States.

VALUING YOUR KNOWLEDGE AND EXPERIENCE
Adults bring a wealth of experience and learning to their education. Capella courses are designed to bring out your perspectives just as you gain from others’ ideas. Your knowledge can also be worth time and money: An enrollment counselor can help you estimate how much of your prior learning may apply toward your Capella degree program.

Important Information about the educational debt, earnings, and completion rates of students who attended this program: http://capellaresults.com/assets/includes/gainfulemployment/cta/GE/GE15/certs/PB_Cert_Nonprofit_Mgmt_Leadership_gedt.html.