Mission: To strengthen the capacities of people, organizations, and networks within the nonprofit sector
From Nonprofit Staff

Rejuvenation, Growth, and Restoration!

We often identify these attributes to the spring season as we think of new beginnings and opportunities. Welcome to the Nonprofit Management Program—where we offer training to those working in and with the nonprofit sector. You are invited to enroll in individual classes, earn the Duke Certificate in Nonprofit Management and/or the Executive Certificate in Nonprofit Leadership! You may earn the Certificate in Nonprofit Management by taking individual courses or by attending an 8-day Intensive Track.

In 2015, we offered 5 Intensive Track programs and more than 98 individual classes at Duke and at satellite centers in NC & VA. The Executive Certificate in Nonprofit Leadership was held at the Washington Duke where a group of leaders from across the nation attended. These "re-energized" leaders evolve into growing networks.

The 2016 Executive Certificate in Nonprofit Leadership will be offered October 10–14. Applications are accepted January 11–August 31. The Nonprofit Management Program offers custom training in Danville, VA (Danville Regional Foundation), and Petersburg, VA (Cameron Foundation). A first-time Nonprofit Management Intensive Track class is planned for the Vail Centre in August (Vail, Colorado).

See class schedules in this brochure or visit our new website at www.learnmore.duke.edu/nonprofit.

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OUR PROGRAMS

CERTIFICATE IN NONPROFIT MANAGEMENT

The Certificate in Nonprofit Management requires 72 hours of coursework—includes:
• 5 Core courses (30 hours)
• 5 Key Elective courses (30 hours)
• General Electives, Special Topics in Nonprofit Management, or Online courses (12 hours)

Individual courses may be taken on a non-Certificate basis.

Requesting your Certificate in Nonprofit Management: For instructions on how to apply for your Certificate, visit www.learnmore.duke.edu/nonprofit/certificateprogram or call 919.668.6742.

Requesting a transcript: Students may download an unofficial transcript from their online profile. At a fee of $10, students may request an official transcript. Contact the Registration Office at 919.684.6259.

2016 Nonprofit Management Intensive Track Schedule

Duke University: March 14–21 • June 13–20 • September 12–19
Charlotte (Garner-Webb University): May 2–5 & 16–19

Earn the Certificate in Nonprofit Management in 8 days!
• 8 key areas of nonprofit management
• 24 hours of pre-reading assignments
• Pre-reading is sent to students within 30 days of the class start date
• To receive Certificate—attend each class as scheduled
• Registration dates are on page 12. Register early!
• Visit www.learnmore.duke.edu/nonprofit/intensivetrack

Online Courses: Nonprofit offers 4 Online courses (page 8). Students may apply a maximum of 12 Online course hours toward the Duke Certificate in Nonprofit Management.

2016 EXECUTIVE CERTIFICATE IN NONPROFIT LEADERSHIP PROGRAM


The Executive Certificate in Nonprofit Leadership offers experienced nonprofit professionals the opportunity to increase their capacity for effective entrepreneurial leadership. For additional information, see page 13.
• Prospective students must apply and be accepted before registering.
• Being accepted does not guarantee a seat in the class. Register early—limited space is available!
• Applications accepted beginning January 11, 2016, at www.learnmore.duke.edu/nonprofit/executiveleadership.
• Program is open to applicants who have the Duke Certificate in Nonprofit Management and 3 years of senior management experience. Also open to applicants not holding the Duke Certificate in Nonprofit Management but who have 5 years of senior management experience.
• A $750 scholarship may be available to graduates of the Duke Certificate in Nonprofit Management—based on available funds.

Where We Are

Nonprofit Management Program
Duke University Smith Warehouse, Bay 6, 1st Floor
114 S. Buchanan Boulevard
Campus Box 90708, Durham, NC 27708
www.learnmore.duke.edu/nonprofit
The Nonprofit Management Program, a unit of the Duke Office of Continuing Studies, integrates the university’s commitment to academic excellence through combining practical wisdom of nonprofit instructors and the real work experience of the participants.
## NONPROFIT MANAGEMENT PROGRAM CURRICULUM

### CERTIFICATE IN NONPROFIT MANAGEMENT

**Core Areas**
- Nonprofit—Board Development/Governance 12 hours*
- Nonprofit—Financial Management 12 hours*
- Nonprofit—Fundraising 12 hours*
- Nonprofit—Human Resource Development 12 hours*
- Nonprofit—Planning & Evaluation 12 hours*

**General Electives/Special Topics/Additional Key Electives/Online Courses** 12 hours

**TOTAL HOURS REQUIRED** 72 hours

*Includes the 6-hour Core Course and one 6-hour Key Elective

Duke Nonprofit Management Program offers a structured and rigorous grounding in the establishment, operation, and development of a successful nonprofit. The curriculum reflects a comprehensive evaluation of the needs of the changing nonprofit sector. Managing a nonprofit has developed in new and exciting ways—the Certificate in Nonprofit Management provides the skills to navigate successfully.

Nonprofit courses are designed for those working in and with the nonprofit sector:
- staff
- directors
- program administrators
- board members
- philanthropists
- members of faith-based communities
- volunteers
- those interested in employment or volunteering in the nonprofit sector

Earning the Duke Certificate in Nonprofit Management requires completing 72 hours of instruction:
- 30 hours  5 Core Courses (each course is 6 hours long)
- + 30 hours  5 Key Electives (each course is 6 hours long)
- + 12 hours  any combination of General electives, additional Key Electives, Special Topics, Online Courses
- 72 hours

The Program is designed to take 2 years to complete. Students progress at an individual rate based on number of classes taken.

**Note:** Individual courses may be taken by prospective students not interested in earning a Certificate.

www.learnmore.duke.edu/nonprofit
### Nonprofit Management Program Curriculum

**Core Course** Nonprofit—Planning & Evaluation (6 hours)

**Key Electives** (6 hours each)
- Designing Quantitative & Qualitative Data Collection Instruments for Nonprofit Organizations
- How to Start a Nonprofit
- Performance Measurement for Nonprofit Organizations
- Fundamentals—Evaluation
- Sustainable Strategic Planning for Nonprofits

Participant must complete 12 course hours in this category (including the core course). Courses address several aspects of planning and delivery in nonprofit organizations. The changing internal and external landscape requires ongoing re-evaluation of the organization’s structure, its scale, its personnel, its programs, and so on.

**In addition to successfully completing the core requirements, students will need to complete an additional 12 hours, in any combination of the following:**
- General Electives
- Special Topics
- Key Electives (additional)
- Online Courses

**General Electives** (6 hours each)
General elective courses may be offered at nonprofit sites based on training needs in the area and requests from participants. A course description and course objectives are available for each course. Two to eight general elective courses may be offered each term.
- Advancing Foundation Relationships
- Coaching for Top Performance
- Conducting Successful Board Orientations
- Constructive Conflict Resolution
- Creating High Performance Teams: Multi-Cultural & Multi-Generational Workshop
- Developing an Active & Engaged Board of Directors
- Diversifying Your Organization’s Funding Base
- Empowering Delegation
- Event Planning for Nonprofit Organizations
- Fundraising for Spiritual Communities
- Grant Proposals: Planning for Positive Results
- How To Lead Group Meetings: Tools for Guiding Discussion & Decision Making
- How to Manage Your Time & Reduce Your Stress
- Individual Donor Development
- Interim Executive Director: Steward & Change Agent
- Leading and Cultivating New Leaders
- Leading Others through Performance Management
- Logic Models for Planning, Implementation, Evaluation & Communication
- Making Meetings Work

**Special Topics in Nonprofit Management** (3 hours each)
Special Topics in Nonprofit Management courses may be offered at nonprofit sites based on training needs in the area and by request of participants. A course description and course objectives are available for each course. Other courses may be added based on training needs.
- Advocacy & Lobbying
- Fundraising: Law, Ethics & Practice
- Legal Considerations for Board Governance
- S.O.A.R. to Develop a Strong Board
- Social Enterprise 101
- Social Enterprise 201
- Transparency in Governance & Management: The New IRS 990

**Online Courses (General Electives)**
- Principles of Marketing for Nonprofit Organizations (4 hours)
- How to Read a Nonprofit Financial Statement (4 hours)
- Budgeting for Nonprofit Organizations (4 hours)
- Introduction to Nonprofit Management (5 hours)

**Nonprofit Fundamentals**
These courses in Western NC focus on the individual core competencies every nonprofit leader needs to know. Each course will conclude with the development of an “action plan,” in which you identify issues and next steps for your organization on the topic being taught. Once the course has ended, attendees will have access to follow-up coaching from the instructor who will help answer questions and address real life issues within your organization. (Follow-up coaching for Western NC nonprofits only.) The Fundamentals program is sponsored by WNC Nonprofit Pathways, a collaboration of the Community Foundation of Western North Carolina, Cherokee Preservation Foundation, Mission Health, and United Way of Asheville and Buncombe County. The following Fundamentals courses taught in Western NC count as Core Courses:
- Fundamentals—Planning for Change
- Fundamentals—Fund Development
- Fundamentals—Human Resource Development
- Fundamentals—Board Basics
- Fundamentals—Financial Management
The Duke Certificate in Nonprofit Management

Earning the Duke Certificate in Nonprofit Management requires completing 72 hours of course work. See pages 4 and 5 for the curriculum. The Program is designed to take 2 years to complete. Students progress at an individual rate based on number of courses taken.

Want to earn the Certificate faster?
Consider our Intensive Track Program. Participants can earn the Duke Certificate in Nonprofit Management in just 8 days. We hold several Intensive Track sessions each year. See page 12 for the 2016 dates and locations.

Already have your Certificate?
Consider an Executive Certificate. Our Duke Executive Certificate in Nonprofit Leadership Program is open to graduates of the Duke Certificate in Nonprofit Management who have at least 3 years of senior management experience (a $750 scholarship may be available). This Executive Certificate is also open to participants without the Duke Certificate in Nonprofit Management but who have at least 5 years of senior management experience. See page 13.

Don’t want to earn a Certificate at all?
Participants are welcome to take our Nonprofit Management courses on a non-Certificate basis. All classes are open to the public at the stated course fees.
Courses are listed by location in chronological order; some courses appear multiple times. Need to search by date? See the calendar on page 10.
Nonprofit—Board Development/Governance
Core Course
Jeanne Allen
Duke University • ID: 0818-041
Tuesday, May 17, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
$125 (6 hours); Materials fee: $10

Board Governance: Linking Performance & Prestige
Key Elective: Board Development/Governance
Marty Martin
Duke University • ID: 0123-014
Thursday, May 19, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
$125 (6 hours); Materials fee: $10

Nonprofit—Financial Management
Core Course
Melissa Leroy
Duke University • ID: 0816-038
Friday, May 20, 9 am to 4 pm
Smith Warehouse, Bay 6, Rm B173
$125 (6 hours); Materials fee: $10

GREENVILLE
Nonprofit—Human Resource Development
Core Course
Randy Cobb
Greenville • ID: 0813-037
Saturday, February 27, 10 am to 4 pm
Edwin W. Monroe AHEC Conference Center,
Main Dining Room
$120 (6 hours); Materials fee: $10

Leadership Through Influence: How to Get Commitment
Key Elective: Human Resource Development
Robert Kenney
Greenville • ID: 0090-023
Saturday, March 19, 10 am to 4 pm
Edwin W. Monroe AHEC Conference Center,
Main Dining Room
$120 (6 hours); Materials fee: $10

Performance Measurement for Nonprofits
Key Elective: Planning & Evaluation
Teresa Thompson-Pinckney
Greenville • ID: 0597-013
Saturday, April 16, 10 am to 4 pm
Edwin W. Monroe AHEC Conference Center,
Main Dining Room
$120 (6 hours); Materials fee: $10

Board Governance: Linking Performance & Prestige
Key Elective: Board Development/Governance
Marty Martin
Greenville • ID: 0123-016
Saturday, May 21, 10 am to 4 pm
Edwin W. Monroe AHEC Conference Center,
Main Dining Room
$120 (6 hours); Materials fee: $10

WESTERN NC
Turning People into Volunteers & Volunteers into Supporters
Key Elective: Human Resource Development
Tracy Davids
Western NC • ID: 0130-033
Wednesday, January 27, 10 am to 4 pm
Isothermal Community College,
Polk Center Campus, Rm 112, Columbus
$120 (6 hours); Materials fee: $8

Nonprofit Fundamentals—Communications
Key Elective: Fundraising
Rachel Perry
Western NC • ID: 0116-007
Wednesday, February 17, 10 am to 4 pm
Goodwill Career Center, Rm 202, Asheville
$120 (6 hours); Materials fee: $8

Nonprofit Fundamentals, taught in Western NC, are sponsored by WNC Nonprofit Pathways, a collaboration of the Community Foundation of Western NC, Cherokee Preservation Foundation, Mission Health, and the United Way of Asheville and Buncombe County. Some Fundamentals courses count as Core Courses. See page 5.

Courses are listed by location in chronological order; some courses appear multiple times. Need to search by date? See the calendar on page 10.

Working lunch
Courses marked with an asterisk have a working lunch. Instructors will continue to teach during the lunch hour. Please bring a bag lunch.

Networking lunch
Courses without an asterisk have a 1-hour lunch break. You may bring a bag lunch if you wish or visit a nearby restaurant.
Networking is a major part of your course experience. We suggest that you bring business cards and brochures to share with other class participants.

Materials Fees are due at the start of class. Please bring exact amount. Receipt given by instructor upon request. Personal checks are not accepted.
January

Turning People into Volunteers & Volunteers into Supporters • Key Elective • ID: 0130-033  
Wednesday, January 27, 10 am to 4 pm, Columbus.

February

Grant Writing 101 • Key Elective • ID: 0056-035  
Wednesday, February 17, 9 am to 4 pm, Duke

Nonprofit Fundamentals—Communications • Key Elective • ID: 0116-007  
Wednesday, February 17, 10 am to 4 pm, Asheville

Sustainable Strategic Planning • Key Elective • ID: 0370-013  
Thursday, February 25, 10 am to 4 pm, Clyde

How to Start a Nonprofit • Key Elective • ID: 0098-012  
Friday, February 26, 9 am to 4 pm, Duke

Nonprofit—Human Resource Development • Core • ID: 0813-037  
Saturday, February 27, 10 am to 4 pm, Greenville

March

Individual Donor Development • General Elective • ID: 0820-014  
Wednesday, March 2, 9 am to 4 pm, Duke

Nonprofit—Board Development/Governance • Core • ID: 0818-040  
Thursday, March 10, 9 am to 4 pm, Duke

Nonprofit Fundamentals—Human Resources • Core • ID: 0813-038  
Thursday, March 10, 10 am to 4 pm, Asheville

Basic Accounting for Nonprofit Managers • Key Elective • ID: 0080-011  
Friday, March 11, 9 am to 4 pm, Duke

Nonprofit—Fundraising • Core • ID: 0812-043  
Tuesday, March 15, 9 am to 4 pm, Duke

Coaching for Top Performance • General Elective • ID: 0476-008  
Tuesday, March 15, 10 am to 4 pm, Flat Rock

Leadership Through Influence: How to Get Commitment • Key Elective • ID: 0090-023  
Saturday, March 19, 10 am to 4 pm, Asheville

Leading & Cultivating New Leaders • General Elective • ID: 0303-009  
Friday, March 25, 9 am to 4 pm, Duke

Developing an Active & Engaged Board of Directors • General Elective • ID: 0333-003  
Thursday, March 31, 9 am to 4 pm, Duke

April

Financial Reporting for Nonprofits • Key Elective • ID: 0292-007  
Wednesday, April 6, 9 am to 4 pm, Duke

Sustainable Strategic Planning • Key Elective • ID: 0370-012  
Friday, April 8, 9 am to 4 pm, Duke

Nonprofit—Human Resource Development • Core • ID: 0813-036  
Monday, April 11, 9 am to 4 pm, Duke

May

Telling Great Stories to Fund Great Programs • Key Elective • ID: 0805-015  
Tuesday, May 3, 9 am to 4 pm, Duke

Fundraising: Coaching the Board to Make the Ask • Key Elective • ID: 0588-023  
Friday, May 6, 9 am to 4 pm, Duke

Leadership Through Influence: How to Get Commitment • Key Elective • ID: 0090-022  
Monday, May 9, 9 am to 4 pm, Duke

Grant Writing 101 • Key Elective • ID: 0056-036  
Tuesday, May 10, 9 am to 4 pm, Duke

Nonprofit—Planning & Evaluation • Core • ID: 0574-032  
Wednesday, May 11, 9 am to 4 pm, Duke

Nonprofit Fundamentals—Fund Development • Core • ID: 0818-044  
Wednesday, May 11, 10 am to 4 pm, Asheville

Nonprofit—Board Development/Governance • Core • ID: 0818-041  
Tuesday, May 17, 9 am to 4 pm, Duke

Strong Boards for the Long Haul • Key Elective • ID: 0123-015  
Wednesday, May 18, 10 am to 4 pm, Spruce Pine

Board Governance: Linking Performance & Prestige • Key Elective • ID: 0123-014  
Thursday, May 19, 9 am to 4 pm, Duke

Nonprofit—Financial Management • Core • ID: 0816-038  
Friday, May 20, 9 am to 4 pm, Duke

Board Development: Linking Performance & Prestige • Key Elective • ID: 0123-016  
Saturday, May 21, 10 am to 4 pm, Greenville

Performance Measurement for Nonprofits • Key Elective • ID: 0597-013  
Saturday, April 16, 10 am to 4 pm, Greenville

Public Speaking: Speak Up for Your Nonprofit • General Elective • ID: 0086-011  
Wednesday, April 20, 10 am to 4 pm, Cherokee

Social Media • General Elective • ID: 0817-019  
Thursday, April 21, 9 am to 4 pm, Duke

Fresh Approaches to Securing Business Support • Key Elective • ID: 0301-017  
Tuesday, April 26, 9 am to 4 pm, Duke

Financial Reporting for Nonprofits • Key Elective • ID: 0292-008  
Tuesday, April 26, 10 am to 4 pm, Asheville

Advanced Grant Writing • Key Elective • ID: 0061-021  
Wednesday, April 27, 9 am to 4 pm, Duke

Sustainable Strategic Planning • Key Elective • ID: 0370-013  
Thursday, April 25, 10 am to 4 pm, Clyde

How to Start a Nonprofit • Key Elective • ID: 0098-012  
Friday, April 26, 9 am to 4 pm, Duke

Nonprofit—Human Resource Development • Core • ID: 0813-037  
Saturday, April 27, 10 am to 4 pm, Greenville

Leadership Through Influence: How to Get Commitment • Key Elective • ID: 0090-022  
Monday, May 9, 9 am to 4 pm, Duke

Grant Writing 101 • Key Elective • ID: 0056-036  
Tuesday, May 10, 9 am to 4 pm, Duke

Nonprofit—Planning & Evaluation • Core • ID: 0574-032  
Wednesday, May 11, 9 am to 4 pm, Duke

Nonprofit Fundamentals—Fund Development • Core • ID: 0818-044  
Wednesday, May 11, 10 am to 4 pm, Asheville

Nonprofit—Board Development/Governance • Core • ID: 0818-041  
Tuesday, May 17, 9 am to 4 pm, Duke

Strong Boards for the Long Haul • Key Elective • ID: 0123-015  
Wednesday, May 18, 10 am to 4 pm, Spruce Pine

Board Governance: Linking Performance & Prestige • Key Elective • ID: 0123-014  
Thursday, May 19, 9 am to 4 pm, Duke

Nonprofit—Financial Management • Core • ID: 0816-038  
Friday, May 20, 9 am to 4 pm, Duke

Board Development: Linking Performance & Prestige • Key Elective • ID: 0123-016  
Saturday, May 21, 10 am to 4 pm, Greenville
What is the Duke Nonprofit Management Program?
The Program, a unit of the Duke Office of Continuing Studies, addresses the sustainability and impact of nonprofit organization employees and volunteers. It provides affordable, practical, and accessible training to those working in the nonprofit sector.

Where is the Program located?
We are at the Duke Smith Warehouse, 114 S. Buchanan Blvd., Bay 6, 1st Floor, Durham NC 27708. Our mailing address is Nonprofit Management Program, Campus Box 90708, Durham, NC 27708 (Phone: 919.668.6742; Fax 919.668.6747). Satellite sites listed on page 3.

How do I get started in the Program?
Visit our website at www.learnmore.duke.edu/nonprofit or call Nonprofit staff at 919.668.6742. You may also register online or call Registration at 919.684.6259 for credit card users only. Free information sessions are available (page 3).

What is the recommended order for taking classes to earn the Duke Certificate in Nonprofit Management?
Students may take courses in any order. All students need the 5 Core courses and the 5 Key Elective courses, plus 2 courses (or 12 more hours). Often students find it useful to take 1 or more of the Core courses first, in order to establish a framework, and then select their Key Electives.

How do I earn the Duke Certificate in NPM?
You must complete 72 hours of coursework, divided among Core courses, Key Electives, General Electives, Special Topics in Nonprofit Management, and Online courses. A maximum of 12 hours may be applied from Online courses.

What if I don’t intend to earn a Certificate?
Individual courses may be taken on a non-Certificate basis. All classes are open to the public at the stated course fee.

How can I find my course history and dates for completed Nonprofit classes?
Students registered since 2009 have an online profile in the Duke Nonprofit program database. Students who register online and have a password can access their course completion records via their personal profile.

Where are courses offered?
See pages 6–10 for list of courses offered this term. Classes are held at Duke Smith Warehouse, Bay 6, 1st Floor and at other NPM sites. Customized training is also available upon request.

Is there a fee for parking at class locations?
Classes held at the Duke Smith Warehouse include a $5 one-day parking fee. Other sites may include parking fees; contact the site coordinator (page 3).

Who are the instructors?
Instructors are established practitioners and scholars from a variety of disciplines within the nonprofit sector.

Is there a charge for course materials?
Yes. The cost is listed under each class. The materials fee is due at the start of class. Please bring exact change. Receipts are given by the instructor upon request. Personal checks are not accepted.

What about lunch?
Most courses will have a one-hour “networking” lunch break. Courses marked with a large grey asterisk will have a “working” lunch. See page 7.

When I register for an Online course, what’s next?
Within five business days of receipt of your registration request, you will receive an e-mail with details, including your username and password. To demo online classes, visit www.learnmore.duke.edu/nonprofit/certificateprogram.

How do I obtain my Certificate when I complete the curriculum requirement?
For instructions on how to apply for your Certificate, visit www.learnmore.duke.edu/nonprofit/certificateprogram.

Requesting a transcript: Students may download an unofficial transcript from their online profile. At a fee of $10, students may request an official transcript. Contact the Registration Office at 919.684.6259.

How do I enroll in the Executive Certificate Program?
Prospective students must apply and be accepted. The Executive Certificate is open to those who hold the Duke Certificate in Nonprofit Management and have at least 3 years of senior management experience. It is also open to those not holding the Certificate but who have at least 5 years of senior management experience. See application at www.learnmore.duke.edu/nonprofit/executiveleadership or call 919.668.6742 to request that an application be mailed. See page 13.

Full course descriptions at www.learnmore.duke.edu/nonprofit/certificateprogram
Participants from across the world enroll in the Duke Nonprofit Management Intensive Track Program. Classes are designed to give nonprofit professionals the skills and expertise needed to succeed in the sector.

Key Facts
- 34 participants are accepted into each class held at Duke.
- The Intensive Track explores 8 key areas of nonprofit management.
- Instructors are established practitioners and scholars from a variety of disciplines.
- Participants complete the requirement for the Certificate in Nonprofit Management in 8 days.
- Classes are held from 9 am to 4 pm each day.
- Pre-reading assignments are sent to registered students within 1 month of the class start date.

Locations
Duke: The Hilton Durham near Duke University, 3800 Hillsborough Road, Durham, NC 27705; 919.383.8033
Charlotte: Garner-Webb University, 8030 Arrowridge Boulevard, Charlotte, NC 28273

Registration
- Note registration start dates and ID# for each session
- Online: Click the Register Now button at www.learnmore.duke.edu/nonprofit/intensivetrack
- Phone: 919.684.6259 (M–F, 8 am to 5 pm ET)

Fee $1850
Includes tuition, class materials, drinks, and lunch on 3 of the 8 days. Students are responsible for lodging and other expenses and for making reservations.

Cancellation Policy
$200 of your tuition in the Intensive Track Program is nonrefundable. Refunds allowed, minus a $200 administrative charge, if request is received in writing by end of day on the date listed below for each session. To submit a cancellation or transfer request, address an e-mail to learnmore@duke.edu. No refunds and no transfers after the dates stated below.
- March 2016 Session: Friday, February 12
- May 2016 Session: Friday, April 1
- June 2016 Session: Friday, May 13
- September 2016 Session: Friday, August 12

March 14–21, 2016, at Duke
Monday through Monday • ID: 0194-030
Registration begins January 4; Refund deadline February 12

Tentative Schedule (Curriculum is similar for all Intensive Track sessions)

Monday, March 14
Nonprofit—Board Development/Governance
Marty Martin, marty.martin@martinlegalhelp.com

Tuesday, March 15
Employment Law
Hudson Fuller, hudsonfuller@yahoo.com

Wednesday, March 16
Grantwriting & Compliance
Ruth Peebles, rpeebles@theinsgroup.com

Thursday, March 17
Integrating Social Enterprise into Your Nonprofit Strategy
Naomi Takeuchi, Naomi@1000cranes.com

Friday, March 18
Sustainable Strategic Planning for Nonprofits
Naomi Takeuchi, Naomi@1000cranes.com

Saturday, March 19
Nonprofit—Planning & Evaluation
(Performance Measurement for Nonprofit Organizations)
Teresa Thompson-Pinckney, contact@tpinckneyassociates.com

Sunday, March 20
Nonprofit—Financial Management
Melissa LeRoy, melissaleroy@gmail.com

Monday, March 21
Nonprofit—Human Resource Development
Robert Kenney, ptt@lynchburg.net

Classes start promptly at 9 am each day and end at 4 pm. To receive the Duke Certificate in Nonprofit Management, students must attend each class as scheduled.

For updates, please check learnmore.duke.edu/nonprofit/intensivetrack.

Upcoming Sessions

May 2–5 & 16–19, 2016, in Charlotte
Monday through Thursday over two weeks • ID: 0194-032
Registration begins February 1; Refund deadline April 1

June 13–20, 2016, at Duke
Monday through Monday • ID: 0194-033
Registration begins March 21; Refund deadline May 13

September 12–19, 2016, at Duke
Monday through Monday • ID: 0194-034
Registration begins July 11; Refund deadline August 12

See program schedules, course descriptions, learning objectives, and instructor bios at www.learnmore.duke.edu/nonprofit/intensivetrack
The Executive Certificate in Nonprofit Leadership offers high-impact training for seasoned nonprofit professionals whose leadership transforms organizations, communities, and lives.

October 10–14, 2016
Monday through Friday • ID: 0461-008
Registration begins March 14, 2016
Refund deadline September 9, 2016
Location and lodging information for 2016 will be posted at www.learnmore.duke.edu/nonprofit/executiveleadership.

Eligibility—Who Should Apply
• Students with a Duke Certificate in NP Management + 3 years of senior management experience
• Students without Duke Certificate in NP Management + 5 years of senior management experience

Application Process
• Application required: Students must apply and be accepted before registering
• Upon acceptance, student must register and pay in order to confirm a seat in the class
• Applications accepted beginning January 11, 2016, at www.learnmore.duke.edu/nonprofit/executiveleadership
• Applications accepted until the class is full with registered paid students, so apply early
• 26 students are accepted into program
• August 31, 2016—Deadline for applications
• September 9, 2016—Registration closes

Fee $3,750
• Includes tuition, course materials, snacks, beverages, and meals
• Duke Certificate in Nonprofit Management graduates may qualify to receive $750 scholarship (based on funds availability). Apply and register early.
• Students are responsible for lodging expenses.
• Refunds: Refunds, minus a $200 administrative fee, allowed if a written request is received by midnight ET of the deadline date. Send e-mail to learnmore@duke.edu. No refunds after deadline date.

Transformational learning for experienced nonprofit leaders seeking to accelerate their impact in organizations and communities

www.learnmore.duke.edu/nonprofit/executiveleadership

The Executive Certificate in Nonprofit Leadership is a comprehensive program that offers experienced nonprofit professionals the opportunity to increase their capacity for effective entrepreneurial leadership through applied theoretical studies, executive skills training, and reflective practices in an interactive learning environment. Through this innovative curriculum, participants will:

• Develop a greater mastery of leadership skills and increase their confidence in applying these effectively in the nonprofit workplace
• Gain an awareness of emerging trends in the nonprofit sector, including social entrepreneurship, earned income ventures, public-private partnerships, and the evolving legal landscape
• Master reflective practices that enhance communications, foster understanding, and lead to results
• Develop skills to regain balance and remain centered in the face of complexity and chaos
• Enhance their network through an expanded leadership cohort of peers drawn from across the country
• Create a personal leadership plan to use their refined skills to take action on changes they wish to make in their organizations and communities

As a result of their participation, graduates will be better able to:

• Forge high-performing teams driven to achieve the mission of the organization
• Foster within their organizations the proven practices of high-impact nonprofits
• Adopt entrepreneurial competencies of opportunity orientation, innovation, resourcefulness, and adaptive persistence
• Lead strategic change within their organizations
• Work with other leaders across organizations, sectors, and stakeholder groups to capitalize on opportunities for synergy in addressing critical social issues

Graduates of the Executive Certificate Program will return home equipped with the knowledge and skills to manage in the fast-paced, resource-constrained, mission-driven environments that characterize today’s nonprofit sector.

Supporter—Blue Cross Blue and Shield of North Carolina Foundation
Supported in part by the Blue Cross and Blue Shield of North Carolina Foundation, the program was created in direct response to senior nonprofit managers, board members, and many of the more than 2,000 graduates of Duke University’s nationally acclaimed, renowned Certificate in Nonprofit Management Program. Composed of nationally known experts from Duke University and leading practitioners, our faculty provides interactive instruction, practical resources, and targeted feedback to enhance and expand participants’ skills in entrepreneurial nonprofit leadership.

S C H O L A R S H I P

for Duke Certificate in Nonprofit Management graduates!

www.learnmore.duke.edu/nonprofit/executiveleadership

Based on scholarship funds availability
FINANCIAL ASSISTANCE

For residents of Western North Carolina: WNC Nonprofit Pathways offers fee assistance (half the course fee will be covered) for courses offered in the western North Carolina region. You must be staff, board, or volunteer with a nonprofit organization located in, and serving at least one of the 18 western NC counties to qualify. Limit one scholarship per person each term. Each class offered has a limit of 5 scholarships available. To access the scholarship, complete and submit a Scholarship Request form at www.nonprofitpathways.org/scholarship.

For nonprofit organizations in Polk County, NC & Landrum, SC: Please contact the Polk County Community Foundation at 828.859.5314 for information about our Capacity Building Grants, including a streamlined process for receiving tuition assistance grants for Duke Nonprofit Management courses.

For residents of Eastern North Carolina: Students who live within the 29-county service area of Vidant Health may be eligible for scholarships of half of the course fee, up to a maximum of $720 toward the Duke Certificate. Eligible counties include Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Duplin, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Nash, Northampton, Onslow, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne, and Wilson. To register using the discount, contact Daniel Mallison III, Capacity Building Program Coordinator, at 252.847.2036 office, 252.402.6169 cell, or mallison@usa.net.

REGIONAL NETWORKING LISTSERVS

We have a listserv for use by participants in each region across North Carolina, plus one listserv each in South Carolina and Virginia. To join a listserv, visit www.learnmore.duke.edu/nonprofit.

Nonprofit Management Program..... dukenpm
NPM Certificate Holders ..... nonprofitfellows

NC Area Listservs
Western NC ......................... wnclist
Hickory .................................... hickorylist
Charlotte area ....................... charlist
Triad area .............................. triadlist
Durham/Triangle area ............... trilist
Fayetteville area..................... faylist
Greenville/Rocky Mount/Wilson .. rmwglst
Southeastern NC area ............. senclist
Wilmington area ..................... wilmlist
Outer Banks (Kill Devil Hill) area ... obxlist

SC Area Listserv
South Carolina....................... sclist

VA Area Listserv
Virginia ................................. valist

PARTNERS/SUPPORTERS

The Duke Nonprofit Management Program thanks the following agencies for their generosity. Their support makes it possible for the Program to offer courses throughout North Carolina and at locations in Virginia.

North Carolina:
AB-Tech Community College
Blue Cross Blue Shield of North Carolina Foundation
Blue Ridge Community College
Community Action Opportunities
Community Foundation of Western NC
Edwin W. Monroe AHEC Conference Center
Exceptional Children’s Assistance Center (ECAC)
Gardner-Webb University (Charlotte Campus)
The Greater Greenville Community Foundation
Guilford Nonprofit Consortium
Haywood Community College
Isothermal Community College
NC Center for Nonprofits
NC Department of Commerce—Workforce Investment Act
NC Helping Hands Initiative
Polk County Community Foundation
TROSA
United Way of Asheville/Buncombe County
Vidant Health
Wells Fargo
Western Carolina Action
Western Carolina University
Western NC Communities
WNC Nonprofit Pathways

Virginia:
Cameron Foundation
Danville Regional Foundation
Institute for Advanced Learning & Research

Nonprofit Management Program
Strengthening the capacities of people, organizations, and networks within the nonprofit sector
# How to Register

**Online** (for credit card only): Payment is processed as a secure encrypted transaction. Click the Register Now button at [www.learnmore.duke.edu/nonprofit/certificateprogram](http://www.learnmore.duke.edu/nonprofit/certificateprogram).

**By Mail:** Fill out the registration form at right. Include check payable to “Duke University.” Send to: Registration—Nonprofit Management, Duke Continuing Studies, Box 90700, Durham, NC 27708-0700.

**By Fax:** Fill out the registration form at right. Include enrollment, loan, and scholarship information. Fax to: 919.681.8235.

**By Phone** (for credit card users only): Have your completed registration form ready to refer to, including course ID numbers, and your credit card number with expiration date. Call: 919.684.6259.

It’s best to register more than two weeks before class. Many classes fill quickly! Registration is first-come, first-served.  
Mark Your Calendar. Confirmation will be sent only by e-mail.

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## Refund and Transfer Requests

Refund and Transfer Requests must be in writing. To receive a refund minus a processing fee for each course dropped, or to transfer to a different course, we must receive your written cancellation request at least 2 weeks before the class begins for daily classes, or by the date listed for the Intensive Track (page 12) and Executive Leadership (page 13). Processing/Transfer fees are $20 for course fees under $1000 and $200 for course fees $1000 and over. There are no refunds for Online Courses.

To submit a cancellation request:
- E-mail: learnmore@duke.edu
- Fax: 919.681.8235
- Mail: Duke Continuing Studies, Registration—Nonprofit Management, Box 90700, Durham, NC 27708-0700
- Include your name, address, phone number, course title, and date
- Refunds given in the manner in which you paid
- Failure to attend a class does not entitle you to a refund or replacement class.

## Special Circumstances

**Class is Filled/Waiting List:** If you register for a class that is already full, you may choose to add your name to a waiting list. No payment is required at that time. If a space becomes available, you will be notified of the opening. If you decide to register, payment is due at that time. Persons who register by mail will have their payment refunded.

**If We Cancel a Class:** On occasion we have to cancel a course. If that happens, you will receive a full refund.

**Bad Checks:** If a check is returned for insufficient funds, we will charge a returned check fee of $35. Checks will not be resubmitted. The replacement payment must include the additional $35 and be in the form of cash, money order, or credit card.

## Attendance Policy

For class hours to count toward the Duke Certificate in Nonprofit Management, you must attend 100% of the course enrolled in and be present when the instructor takes the attendance. There is no limit on the hours you may take in any term.

## After You Attend a Class

See page 11 for information on tracking your course history. To request your Certificate when coursework is completed, see page 2.
Continuing Studies
Nonprofit Management Program

Courses in North Carolina & Virginia

Strengthening the capacities of people, organizations, and networks within the nonprofit sector

SPRING 2016
January–May 2016

NONPROFIT MANAGEMENT PROGRAM

www.learnmore.duke.edu/nonprofit
919.668.6742—Staff
919.684.6259—Registration