
NONPROFIT ADMINISTRATION

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The nonprofit administration program is an interdisciplinary professional degree program housed in the social sciences. Faculty from both the Boler School of Business and the College of Arts and Sciences offer course work in the program. The program is intended for those who have or expect to have careers managing or administering nonprofit organizations in areas in which direct assistance is provided to people in need.

The nonprofit administration program shapes experienced service providers of today into the administrators of the nonprofit organizations of tomorrow. The program prepares people to serve better their organizations and their communities by teaching approaches to leadership, team-building skills, ethical values and practices, nonprofit financial and resource management models, and strategic planning procedures among other practical administrative tools used in nonprofit organizations.

The program improves their ability to address issues related to the pluralistic environment in which we live. In an increasingly diverse society comprised of people with expanding needs and sometimes decreasing ability to address them, nonprofit organizations play an increasingly important role in society. The administrators of these organizations must have the necessary leadership skills that this program provides.

This nonprofit administration program is a complete learning experience. It requires exposure to the field, practical instruction, case-based learning, and learning experiences that are necessary to link theoretical instruction to applied settings. Since the intended outcome is to train leaders for community organizations, the curricular components of this program include mentorship, team-building, crisis-management, and strategic planning.

Admission Requirements

- Completed application
 - Official transcripts from all institutions attended
 - Two letters of recommendation, one of which is preferably from a professional in a nonprofit organization
 - Written statement that addresses the applicant's interest in the program and career goals
 - Professional resume
 - A 3.0 undergraduate GPA with a 3.2 in the major (for unconditional acceptance)
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PROGRAM REQUIREMENTS

Students are required to successfully complete the 36 hour program as described below and in the terms defined by The Graduate School of John Carroll University. All courses listed here are three-credit courses.

Required Courses – All courses listed and their prerequisites must be taken. (24 hours)

AC 572 – Accounting for Nonprofit Organizations
EC 551 – Managerial Economics*
MN 550 – Leadership & Managerial Skills**
MN 591 – Ethics and Business Environmental Issues: Section on Nonprofits
NP 501 – Overview of Nonprofit Administration
NP 520 – Advocacy for Nonprofit Organizations
NP 530 – Professional Communications for Nonprofit Administrators
NP 595 – Integrative Capstone Project

Elective Course – Students select four courses from the following nine. (12 Hours)

MK 521 – Principles of Marketing*
MN 588 – Strategic Human Resource Management** or MN 589 – Contemporary Issues in Human Resource Management
NP 510 – Internship in Nonprofit Administration†
NP 540 – Grant Writing and Fund Raising for Nonprofits
NP 550 – Policy Analysis for Nonprofits
NP 560 – Quantitative and Qualitative Analysis for Nonprofit Administrators
NP 570 – Organizational Assessment, Evaluation and Design††
NP 590 – Strategic Planning for Nonprofit Organizations

*Prerequisite: EC 521 or previous micro/macro economics courses.

**Prerequisite: one undergraduate course in organizational behavior, organizational psychology or social psychology.

†Not required, but strongly encouraged for students with little experience working in nonprofit organizations.

††Prerequisite: previous coursework in research methodology including computer applications and statistical data analysis.

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COURSE DESCRIPTIONS

AC 572. ACCOUNTING AND TAX ISSUES FOR NONPROFIT ORGANIZATIONS 3 cr. This course addresses selected accounting and tax issues for nonprofits. Topics will include fundamentals of fund accounting, financial statements, cash management, performance management, organization and donor tax issues, and other topics related to the financial and tax management of a nonprofit organization. (Required Course)

EC 551. MANAGERIAL ECONOMICS 3 cr. Prerequisite: EC 521. Application of the analytical constructs of economic theory to practical problems faced by a firm and its representatives. Topics include demand analysis, production and cost analysis, market and pricing analysis, capital budgeting, and government policy. (Required Course)

MK 521. PRINCIPLES OF MARKETING 3 cr. Study of the various phases of marketing on which sound marketing programs are based. Product planning, distribution policies, promotional policies, and pricing. Marketing planning and control. Related marketing problems of concern to business management.

MN 550. LEADERSHIP & MANAGERIAL SKILLS 3 cr. Prerequisites: one undergraduate course in organizational behavior, organizational psychology or social psychology. A comprehensive assessment of the student's leadership and managerial skills followed by a classroom discussion of leadership and managerial skills, exercises, and an individual skills analysis review session. Develop skills awareness and career management strategy. (Required Course)

MN 588. STRATEGIC HUMAN RESOURCE MANAGEMENT 3 cr. Prerequisite: one undergraduate course in organizational behavior, organizational psychology or social psychology. Strategic Human Resource leadership: how organizations achieve success through human resource management. Topics may include manpower planning, training, performance appraisals, and compensations systems. A case methodology will be involved.

MN 589. CONTEMPORARY ISSUES IN HUMAN RESOURCE MANAGEMENT 3 cr. Focus on a select number of human resource issues confronting managers in today's workplace. Issues may include topics related to selection, performance appraisal, labor-management relations, compensation, safety, or training.

MN 591. ETHICS AND BUSINESS ENVIRONMENTAL ISSUES 3 cr. (Special section on Nonprofit organizations.) A consideration of the social, political, legal, and ethical constraints on business policies and managerial decision-making. (Required Course)

NP 501. OVERVIEW OF NONPROFIT ADMINISTRATION 3 cr. The introductory course to the program includes theoretical and case-based discussions of: setting organizational direction, increasing productivity, enhancing organizational survivability, and interacting effectively both within and across organizations. (Required Course)

NP 510. INTERNSHIP IN NONPROFIT ADMINISTRATION 3 cr. Field placement in a mentored administrative-related position in an appropriate nonprofit organization. Learning goals include learning about nonprofit management issues and the importance of leadership in administrative action. This placement is intended for students with limited career experience in nonprofit organizations. Placement is by prior permission only.

NP 520. ADVOCACY AND NONPROFIT ADMINISTRATION 3 cr. This course addresses theories about interest groups and their place in Democratic society, provides hands-on information about methods of advocacy and also devotes time to ethical concerns regarding advocacy. Students are introduced to theories of democracy

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and the relationship of interest groups to the political system. The practical discussion for nonprofit administrators includes legal constraints on lobbying and best practices from experienced lobbyists. The focus on ethical issues emphasizes being effective within a system driven by influence without becoming corrupted. (Required Course)

NP 530. PROFESSIONAL COMMUNICATIONS FOR NONPROFIT ADMINISTRATORS 3 cr. This course familiarizes nonprofit administrators with communication theory, with emphasis on persuasion and communication in organizational settings. The course provides the opportunity to refine talents in writing and presenting speeches, including emphasis on the effective use of technology to enhance presentations focused on issues pertinent to nonprofit administrators. (Required Course)

NP 540. GRANT WRITING AND FUND RAISING FOR NONPROFITS 3cr. Identifying nonprofit program goals and needs for fund-raising. How to identify and contact appropriate funding sources. General guidelines for preparing grant applications for private and public funding sources.

NP 550. POLICY ANALYSIS FOR NONPROFITS 3 cr. This course provides analysis of government action for its impact on nonprofit organizations and society more generally. Policy analysis is an essential tool in understanding the interaction of government actions and the interests of nonprofit organizations. Evaluation in this course addresses legislative actions, how those actions are translated into enforceable rules, and then implemented by local service providers. This course addresses how nonprofit administrators participate in this process.

NP 560. QUANTITATIVE AND QUALITATIVE ANALYSIS FOR NONPROFIT ADMINISTRATORS 3 cr. Basic methodological skills and tools applied to data collection and analysis in nonprofit organizations. Research procedures used in identifying target population needs and response. Introduction to tools for assessing program effectiveness.

NP 570. ORGANIZATIONAL ASSESSMENT, EVALUATION AND DESIGN 3 cr. Prerequisite: previous coursework in research methodology including computer applications and statistical data analysis. Research methodology applied to the specific needs to assess and evaluate progress regarding the goals of nonprofit organizations. Setting goals and objectives of organizations. Using data to design and redesign organizational direction.

NP 590. STRATEGIC PLANNING FOR NONPROFIT ORGANIZATIONS 3 cr. This course provides the tools to help an administrator of a nonprofit organization decide upon the direction that organization should take over a three-five year period. As part of the strategic planning process, students will learn how to develop a vision for the organization, identify a mission statement, set objectives, outline strategies to meet the objectives, and identify programs to implement the strategies.

NP 595. INTEGRATIVE CAPSTONE PROJECT 3 cr. A one-semester case-study in a field setting requiring the student participants to identify analyze and address an issue, problem or objective in a client nonprofit organization. The students will address the project with a team approach and present their findings and recommendations to both the client and a review board of faculty. (Required Course)