



UNIVERSITY OF
TEXAS
ARLINGTON

CONTINUING
EDUCATION

Nonprofit Management

The Nonprofit Management Certificate Program is designed for entry to mid-level nonprofit employees or those interested in a career in the non-profit arena to gain management skills, acquire knowledge and understand the full range of management requirements of non-profit organizations. This program is designed for professionals and volunteers who currently fill or aspire to leadership positions in nonprofit organizations. It will enable participants to develop the basic skills needed to make the best use of community, financial, and human resources that are essential to a nonprofit organization's success. This program is comprised of 9 required classes and a choice of 3 electives and can be completed in less than a year!

Required Courses

- Leadership of Nonprofit Organizations
- Strategic Planning for Nonprofit Organizations
- Basic Fundraising and Income Strategies
- Board Development
- Introduction to Nonprofit Financial Management
- Introduction to Volunteer Management
- Program Planning and Evaluation
- Human Resources in Nonprofit
- Media Management

Electives (Choose 3)

- Grant Writing and Proposal Development
- Donor Cultivation and Development
- QuickBooks: Fundamentals
- Starting Your Non-Profit 501(c)(3)
- Social Media Marketing
- Email Marketing
- Facebook, Twitter & LinkedIn Marketing
- Crowdfunding - Turn Your Dream Into Reality

Upon successful completion of the required courses, electives, and payment of the non-refundable Nonprofit Management Certificate fee, students must notify the Continuing

Education office. After verifying the student's completion status, a certificate will be mailed to the student's address on record.