

The Nuts and Bolts of Nonprofit Operations

2 Credit MPA Elective, TESC Winter Quarter 2018

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Weekend Intensive Schedule

March 2-4 Friday 5-9pm, Sat/Sun 9-5pm Sem II: Room TBD

Course Description:

The Nuts and Bolts of Nonprofit Operations is a 2-credit, weekend intensive course. It will offer you a wide array of resources, readings and activities focused on exposing you to the real life operations of mid-size and large local nonprofits. This will prepare you to step into a leadership role and fully understand the duties of a "Nonprofit Manager".

Subject matter will include a contrast of leadership versus management skills, attracting funders and responding to requests for proposals (RFPs), operations budgets & income statements, contracting compliance and outcome management. Start out a novice, and leave a nonprofit operational guru or further develop your skills in these areas. All ranges of nonprofit experience are welcome!

Learning Objectives: In this course, students will gain:

1. An understanding into the day-to-day functions of a typical mid-size nonprofit manager
2. An introduction to fiscal analysis and budgeting
3. An understanding of how to prepare to respond to a Request for Proposal (RFP)
4. An introduction to contract compliance, data management and annual reporting
5. Knowledge of personnel management skills to lead successful teams to outcomes

Required Reading/Video/Article Assignments (Posted to Canvas)

- Denhardt, R. B., Denhardt, J. V., & Aristigueta, M. P. (2013). *Managing human behavior in public and nonprofit organizations* (3rd ed.). Thousand Oaks, Calif: SAGE. ISBN 141299165X . Ch 1-3, 5-7. Exercises on pp. 40-45
- Collins, J. C. (2009). *Good to great: why some companies make the leap ... and others don't*. New York, NY: Collins. ISBN 978-0-06-662099-2
- Sinek, S. (n.d.). How great leaders inspire action. Retrieved November 11, 2017, from https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action
- Y. (2011, October 10). Easy Office Webinar: Nonprofit Accounting 101. Retrieved November 11, 2017, from <https://www.youtube.com/watch?v=2D6BOhq0gIU>
- Collins, J. (2014, July 31). Turning Goals into Results: The Power of Catalytic Mechanisms. Retrieved November 11, 2017, from <https://hbr.org/1999/07/turning-goals-into-results-the-power-of-catalytic-mechanisms>

Optional Reading/Video/Podcast Assignments

- "Your body language may shape who you are" by Amy Cuddy
https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are#t-939109

Nuts and Bolts of Nonprofit Operations
Syllabus Winter 2018

- Midgley, J., & Livermore, M. (2009). *The handbook of social policy*. Thousand Oaks, CA: Sage Publications.

Assignments:

- In Class Case Study Activity (Posted to Canvas). **Due March 3rd**.
- Final Project: Paper & in-class presentation (group of no more than 3 students): Use the structure to complete Narrative Questions and Budget form for the attached RFP with a positive impact on a “target” group on behalf (does not have to be people with disabilities) of a non-profit of your choice, existing or pretend <http://www.co.thurston.wa.us/health/ssdd/RFP.html>
Due March 4th

Expectations, Credit and Evaluation:

Students will receive 2 credits at course completion if all requirements have been met. If you fail to complete an assignment on time (without proper notification of extenuating circumstances), are absent or leave early multiple times, or plagiarize, class credit may be denied. A self-evaluation and faculty evaluation will be required for credit. Partial credit will not be awarded. I reserve the right to make changes to syllabus.

Class Schedule:

Friday, March 2:

- All readings are due
- Introduction & Course Expectations
- Guest Speaker: Amanda Rains, Department of Commerce
- Form groups of 3 for final project

Saturday, March 3:

- Debrief/Seminar
- Leadership vs. Management
- Cost of Service model, Financial Statements, Budget preparation
- Lunch
- Contract Compliance, Data Management
- Group time

Sunday, March 4:

- Case study activity
- RFP Group time
- Guest Speakers, Meghan Sullivan Goldenberger & Meagan Darrow of TOGETHER!
- Lunch
- Presentations