



## **Nonprofit Management Certificate Program**

Increase your influence and excel in your career. The Nonprofit Management Certificate Program is a certified program designed to ensure the professional advancement of individuals already working in the nonprofit sector. Students will gain the management and leadership skills to lead diverse teams and deliver quality community services successfully.

Researchers and experienced nonprofit sector leaders will equip participants to solve organizational problems, impart skills and strategies for risk management, conflict resolution, effective organizational communication and stakeholder engagement. Participants will also learn the fundamentals of managerial accounting, social enterprise business models and funding diversification strategies. As a result, the Nonprofit Management Certificate Program opens the door to career and promotional opportunities in the nonprofit sector.

The program is also beneficial for skilled individuals who have management experience in other sectors.

## Program Format

The Nonprofit Management Certificate Program is a seven week program and comprises fifteen (15) courses and a one-week workplace project.

Each has 3-6 credits and 1-2 days in the length of real-time virtual learning and will be supplemented with course material and assignments.

The classes are offered in the mornings during weekdays, enabling participants to train while continuing their jobs.

Participants who successfully complete the courses will receive the Vectors Institute Certificate in Nonprofit Management.

## Who Should Attend

This certificate program is designed for:

- Executive and Administrative assistants
- Support Workers
- Frontline Employees
- Accounting Assistants
- Program and Project Coordinators
- Communication Officers
- Event Coordinators
- Fundraising Specialists
- Service and Engagement Specialists
- Counsellors and other entry-mid level nonprofit employees
- Experienced individuals who are looking for a career in the nonprofit sector
- Skilled immigrants who are looking for mid-management level jobs in the nonprofit sector

This program is relevant for management employees in;

1. Charities such as shelters, community resource centres, food banks and employment support organizations.
2. Nonprofits engaged in social services, advocacy, sports, environment and recreation activities.
3. Associations, unions, hospitals, universities, colleges and social enterprises.

COURSE	DESCRIPTION
Communications Management 6 credits/hours	This course is designed to equip managers with the necessary tools to deliver successful communication strategies in professional contexts. You will learn how to tailor persuasive messages that respond to the needs and challenges of the employees and the organization.
Nonprofit Marketing 6 credits/hours	This course is designed to help nonprofit organizations understand their audiences and employ effective marketing approaches across digital and traditional channels of distribution.
Organizational Behaviour 3 credits/hours	This course is designed to give managers a basic understanding of how individuals and groups behave in structural organizations, how organizations impact us, and how we can affect organizations. Learn how to positively influence individuals and function more effectively as teams in your nonprofit organization.
Managerial Accounting 6 credits/hours	This course is designed for management to be able to use accounting information to facilitate planning, forecasting, controlling, and organizing business operations. Learn practical functions such as how to generate financial statements, as well as how to analyze accounting data to promote decision-making.

<p>Donor and Sponsor Relations 6 credits/hours</p>	<p>This course is designed to impart specific and effective nonprofit donor engagement strategies. You will learn the difference between donor relations and stewardship, as well as how to implement best practices in developing trust and bridge-building. Expand on your skills and knowledge on how to engage these relationships in the planning, problem-solving, giving, and decision-making processes that will enhance your organization's standing and community life.</p>
<p>Fund Development and Funding Diversification 6 credits/hours</p>	<p>This course is designed to help you hone your fundraising tools and techniques and gain expertise with innovative fundraising methods. Study the rationale and organization needed to support effective fundraising programs. Explore effective ways to diversify your revenue stream to maintain sustainability and growth.</p>
<p>Policy Development 6 credits/hours</p>	<p>Learn how policies are created as a reference tool for appropriate action, ethical decision-making, and dealing with potential or actual conflicts. Understand how board-related, personnel and financial policies function and when new policies are necessary.</p>
<p>Nonprofit Management 6 credits/hours</p>	<p>This course is designed to explore different leadership approaches in nonprofit organizations to help you plan, monitor, and evaluate existing programs in a changing environment. Learn how to overcome resistance, lead multi-generational culturally diverse teams, manage political, technological, and economic change systems and strategies.</p>
<p>Project Management 6 credits/hours</p>	<p>This course is designed to impart the skills and knowledge required to deliver high-quality project solutions delivered on time and on budget. Learn the strategies to move through the project life cycle phases and develop an understanding of how to motivate project teams, mitigate risks and evaluate project success.</p>
<p>Strategic Management and Implementation 6 credits/hours</p>	<p>This course is designed to provide managers with the key elements in strategy implementation. You will learn to chart an implementation plan, define your communication strategy, outline the activities, roles, and decisions necessary to turn your organization's goals into reality.</p>
<p>Stakeholder Management 3 credits/hours</p>	<p>You will learn how to analyze, identify, engage, plan and implement a course of actions designed to influence stakeholders. Understand how a stakeholder engagement strategy identifies the needs of key sponsors who play a vital role in ensuring program needs are met. Gain the support of key stakeholders, anticipate problems, and endeavour to improve your organization's outcomes.</p>

Human Resources Management 6 credits/hours	This course is designed to introduce the methodology and tools for human resource planning, recruitment, staff selection, training, development, and compensation. You will also learn how to strategically retain and promote employees, manage a diverse workforce, and foster an inclusive and ethical work environment.
Operations Management 6 credits/hours	This course is designed to help operations managers make informed business decisions as they strategize, manage production and streamline their operational systems. Areas covered will address human resource management, asset management and cost management.
Management Information Systems 3 credits/hours	This course is designed to provide an understanding of how software technology is used to support nonprofit operations to fulfill their objectives. Managers can use the data obtained to make informed decisions regarding the efficacy of their organization's operational systems and structures.
Risk Management 6 credits/hours	Risk management is one of the most powerful strategic instruments of nonprofit managers. In this course, you will not only learn how to mitigate and manage negative risks but also how to leverage positive risks and opportunities. The practical tools you will learn will enable you to identify, assess, treat, and manage both negative and positive risks and plan actionable risk plans for your organization.

Program Total Cost \$1,750 + HST 13% (Total 69 hours + Workplace project)

All our courses are eligible for the Job Matching Placement Incentive (JMPI), Apprenticeship Employer Signing Bonus (AESB), the Canada Ontario Job Grant (COJG) and similar grants in other provinces.

*Occasions may arise where the course content could vary slightly from the description provided*

Vectors Institute is a social enterprise. To learn more information about Vectors Institute Programs please visit our website or contact us.

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