Graduate Certificate: Non-Profit Management

COLLEGE OF LIBERAL ARTS

Learn more about the graduate certificate in Non-Profit Management.

About the Certificate

By one estimate, the United States has about 1.5 million non-profit organizations of varying size, structure, and purpose that employ over 14 million workers. Non-profits work closely with each other as well as with governments at the federal, state, and municipal levels. Government agencies contract with non-profits to conduct research, evaluate programs, and deliver goods and services during program implementation. Many non-profits also advocate on behalf of particular causes and constituencies. Such organizations have a critical role in responding to a wide array of challenges faced by society, such as access to affordable health care, criminal justice reform, economic development, education system reform, poverty and hunger, sustainability, and others.

The Non-Profit Management certificate’s curriculum gives students a foundation in the themes, concepts, and tools of non-profit management. Students who earn a “B” or better in their coursework and are admitted into the Master of Public Policy (M.P.P.) program have at least 9 credits applied toward completion of the M.P.P.

Time Limit for Certificate Completion: 2 years

Campus Location: Online, with virtual synchronous sessions held in the evenings to accommodate working professionals

Full-Time/Part-Time Status: The graduate certificate can be completed on a part-time basis. NOTE: International students may not be eligible to apply for a student visa based on admission to the certificate program. Please contact the certificate program’s administrator for more information.

Job Prospects: The Non-Profit Management certificate program is intended primarily for graduate students who seek preparation for jobs in the non-profit sector and professionals working in the field who hope to advance their careers. Completion of the certificate signals to employers that the student has a solid foundation in the concepts, knowledge, and practical tools of non-profit management.

Non-Matriculated Student Policy: Non-matriculated students may take up to 9 credits of coursework before applying to the graduate certificate program.

Admission Requirements and Deadlines

Fall and Spring: Admission is rolling.

Submit your application at https://forms.gle/5ULjY3XTN2jLt7oH7.

Questions should be directed to mpp@temple.edu.

Bachelor’s Degree in Discipline/Related Discipline: Applicants already admitted to a graduate degree program at Temple University have demonstrated that they possess the required bachelor’s degree. Applicants not currently enrolled in a Temple University graduate degree program and applicants enrolled in a graduate degree program at another university must submit official transcripts for all coursework taken since high school, whether or not a degree was earned from the institution(s). Evidence of the award of a baccalaureate degree from an accredited university with an undergraduate GPA of at least 2.5 on a 4.0 scale must be shown. Transcripts should be sent to mpp@temple.edu.

Additional Requirements for Students Not Currently Enrolled in a Temple University Graduate Degree Program: Submit these additional materials via email to mpp@temple.edu:

- Two letters of recommendation from persons in a position to evaluate the applicant’s academic ability and accomplishments
- A personal statement of approximately 250 words indicating interests, plans, and objectives within the field of non-profit management
- Current resume

Certificate Requirements

Number of Credits Required to Complete the Certificate: 12

Required Courses:

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<td>Nonprofit Organization and Management</td>
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PLCY 5002 Non-Profit Fundraising 3
PLCY 5003 Financial Management for Non-Profit Organizations 3

Elective
PLCY 5004 Leadership in Public Sector and Non-Profit Organizations 3
   or GUS 5165 Community Based Program Evaluation
   or SGM 5131 Social Entrepreneurship - Innovative Approaches to Achieving Positive Social Impact

Total Credit Hours 12

GPA Required to be Awarded the Certificate: 3.0 minimum

Contacts
Certificate Program Web Address:
https://liberalarts.temple.edu/academics/graduate-certificates

Department Information:
Public Policy Program
837 Anderson Hall
1114 W. Polett Walk
Philadelphia, PA 19122-6089
mpp@temple.edu
215-204-7817

Submission Address for the Application:
https://forms.gle/5ULjY3XTN2jL7oH7

Submission Address for Application Materials:
mpp@temple.edu

Department Contacts:
Admissions:
Gary Mucciaroni
Director, M.P.P. Program
mpp@temple.edu
215-204-6195

Samantha Apgar
Assistant Director, M.P.P. Program
samantha.apgar@temple.edu
215-204-7817

Courses
PLCY 5001. Nonprofit Organization and Management. 3 Credit Hours.
The course focuses on the organizational features, management, and evaluation of non-profit organizations. It is primarily for individuals who currently work in or with non-profit organizations or who may be interested in employment within them. To help prepare these practitioners, the course focuses less upon the development of theory and purely academic topics and more on the application of theory and the real-world goals, challenges and behavior of non-profit organizations. At the same time, the course offers a broad perspective on how non-profits are established, managed and evaluated that goes beyond merely describing their nuts-and-bolts operations. Ph.D. students and others with an academic interest in non-profit organizations will gain an in-depth understanding of why these organizations exist and how they behave.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.

Repeatability: This course may not be repeated for additional credits.
PLCY 5002. Non-Profit Fundraising. 3 Credit Hours.
Fundraising is a crucial element of leading and managing non-profit organizations. Most non-profits do not have readily available sources of revenue built into the logic of their organization (such as the power to tax in the case of public sector organizations and the profit motive in the case of business enterprises). Therefore, teaching students how to locate, attract and cultivate donors and how to acquire and manage financial resources is of the utmost practical value. This course covers the fundraising process from start to finish, beginning with identifying potential donors and ending with evaluating a fundraising campaign.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.
Repeatability: This course may not be repeated for additional credits.
Pre-requisites: Minimum grade of C- in PLCY 5001 (may be taken concurrently)

PLCY 5003. Financial Management for Non-Profit Organizations. 3 Credit Hours.
Managing finances is an essential skill of nonprofit managers because their organizations cannot attain most of their goals without remaining in sound financial health. This course provides a foundation in nonprofit finance and accounting concepts and techniques. It highlights the similarities and differences along a variety of dimensions between nonprofits and for-profit and public sector organizations. The specific topics covered include: distinguishing among different kinds of budgets, budgetary planning and making spending and revenue projections, cash flow management, endowment management, capital financing, expenditure control and audits, how to read different financial statements and reports.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.
Repeatability: This course may not be repeated for additional credits.
Pre-requisites: Minimum grade of C- in PLCY 5001 (may be taken concurrently)

PLCY 5004. Leadership in Public Sector and Non-Profit Organizations. 3 Credit Hours.
This course focuses on the tasks of leadership in public sector and nonprofit organizations, leadership behavior and how leaders succeed or fail to promote the mission and goals of their organizations. Among the topics covered are types of leaders, the constraints of organizational context and culture on leaders' influence, decision-making processes and practices that help to avoid mistakes, developing organizational priorities and strategies, building effective teams, handling ethical quandaries, and how to measure leaders' effectiveness.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.
Repeatability: This course may not be repeated for additional credits.
Pre-requisites: Minimum grade of C- in PLCY 5001 (may be taken concurrently)

PLCY 5085. Internship in Public Policy. 3 Credit Hours.
Students in the MPP program must serve in an approved internship of approximately 16 hours per week during the fall or spring semester (or approximately 32 hours per week during a summer session). Students earn 3 credits for paid and unpaid internships. The internship may be in a federal, state or local agency in the executive or legislative branches of government or in a private or non-profit firm that works closely with such an agency to fulfill the agency's mission.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.
Degree Restrictions: Must be enrolled in one of the following Degrees: Master of Public Policy.
College Restrictions: Must be enrolled in one of the following Colleges: Liberal Arts.
Repeatability: This course may be repeated for additional credit.
Pre-requisites: Minimum grade of C in (PLCY 8119 (may be taken concurrently) or POLS 8119 (may be taken concurrently)) and (PLCY 8123 (may be taken concurrently) or POLS 8123 (may be taken concurrently))

PLCY 8001. Statistics for Public Policy. 3 Credit Hours.
Introductory applied social statistics for public policy. Topics covered include descriptive measures, elementary probability theory, hypothesis testing, and correlation and regression analysis. This course explores inductive statistics including: probability and sampling, multivariate contingency tables, analysis of variance, correlation and regression analysis.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.
Repeatability: This course may not be repeated for additional credits.
PLCY 8118. The Policy-Making Process. 3 Credit Hours.
This course explores the process through which federal and state governments in the United States formulate and implement public policies. Major political and institutional actors that influence policy-making are covered, including public opinion, interest groups, legislatures, bureaucracies and chief executives, and courts. The course covers how problems are recognized and get "framed" by advocates and policymakers and how they reach the agenda, how alternatives are formulated and adopted, the implementation and evaluation of policies and programs, and how the performance and structure of existing policies feed back into the process as policies undergo expansion, revision or termination.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.
College Restrictions: Must be enrolled in one of the following Colleges: Liberal Arts.

Repeatability: This course may not be repeated for additional credits.

PLCY 8119. Policy Analysis. 3 Credit Hours.
This course is an introduction to policy analysis for MPP students. Policy analysis involves collecting and analyzing information pertinent to public policy issues and solutions and communicating them clearly to a client, which is usually a policymaker or administrator of a program. Policymakers need analyses that clearly define and describe the nature and severity of an issue, assess the feasibility and estimate the costs and benefits of alternative solutions for addressing them, and (often) recommend one or more courses of action over others.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.
College Restrictions: Must be enrolled in one of the following Colleges: Liberal Arts.

Repeatability: This course may not be repeated for additional credits.

PLCY 8120. Topics in Public Policy. 3 Credit Hours.
Explores in-depth a particular public policy issue area (such as education, health, public finance, etc.) or a thematic topic (such as leadership and public policy, ethics and public policy, etc.). Topic(s) covered varies with instructor.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.

Repeatability: This course may be repeated for additional credit.

PLCY 8123. Bureaucracy and Public Management. 3 Credit Hours.
Bureaucracies and the public managers who inhabit them are of critical importance for the formulation, implementation and evaluation of public policies. This course provides students with an overview of bureaucratic agencies as key actors who shape public policy and performance. One focus of the course is how the institutional features of bureaucracies as large, complex organizations and of the broader political system in which they operate shape agencies' behavior. The other major focus is on how the leaders, managers and staff work together to shape bureaucratic cultures, missions and operating procedures and how these, in turn, determine whether the agency is capable of carrying out policies effectively and in accord with legislative mandates.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.

Repeatability: This course may not be repeated for additional credits.

PLCY 8127. Public Policy Project. 3 Credit Hours.
A semester-length project that students take in their last semester in the MPP program. They produce an original, full-length policy analysis for a client. Students attend a weekly seminar to report on their progress at each stage in the development of their policy analysis, receive feedback from other seminar participants, and provide advice to other students in the seminar.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.
Degree Restrictions: Must be enrolled in one of the following Degrees: Master of Public Policy.

Repeatability: This course may not be repeated for additional credits.

Pre-requisites: Minimum grade of C in POLS 8001 and (PLCY 8119 or POLS 8119)

PLCY 8128. State and Local Budgeting. 3 Credit Hours.
Examines the economic and political aspects of the budgetary process in government, particularly at the state and local levels. Topics covered include the major sources and types of revenue, discretionary and non-discretionary spending, managing deficits and debt, forecasting fiscal conditions, capital budgeting, pension management, and other issues.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.

Repeatability: This course may not be repeated for additional credits.
PLCY 8131. Innovation in Government. 3 Credit Hours.
Innovation is considered a critical component of both private industry and the academic research community, but the concept is also highly relevant for government. While its outcomes may look differently in a government setting and focus more on efficiencies and social benefit rather than new products or services, innovation remains a critical part of any successful government. Without setting the stage for innovation and purposefully managing it, government lacks capacity for improving constituent services, engaging purposefully with its neighborhoods and residents, and developing more efficient and cost-effective internal processes.

Level Registration Restrictions: Must be enrolled in one of the following Levels: Graduate.

Repeatability: This course may not be repeated for additional credits.

Pre-requisites: Minimum grade of C in (PLCY 8118 (may be taken concurrently) or PLCY 8123 (may be taken concurrently))