

ABOUT THE COLLEGE

The Maxine Goodman Levin College at Cleveland State University is one of the top ten urban affairs schools in the nation. The College is ranked second in the graduate specialty of city management and urban policy in *U.S. News and World Report's* 1998, 2002 and 2005 issues of "America's Best Graduate Schools."

The College offers thirteen degree programs that equip students with the technical and management skills needed to launch careers in fields such as public management, planning, public safety, historic preservation, environmental studies, economic development, and housing.

ABOUT THE UNIVERSITY

Cleveland State University is a comprehensive metropolitan university committed to providing an education of high quality to students with diverse backgrounds, experiences, interests, and needs. Courses of instruction leading to degrees are offered in six undergraduate colleges: the College of Liberal Arts and Social Sciences; the Nance College of Business Administration; the Fenn College of Engineering; the College of Education and Human Services; the College of Science; and the Maxine Goodman Levin College of Urban Affairs; as well as the College of Graduate Studies and Research and the Cleveland-Marshall College of Law.

Cleveland State also has extended campuses in Westlake and in Solon, where students have access to the same quality education and faculty as they have downtown.

FOR MORE INFORMATION

Maxine Goodman Levin College of Urban Affairs

<http://urban.csuohio.edu>

Levin College Academic Program Advisor
Telephone: (216) 523-7522
E-mail: gradprog@urban.csuohio.edu
Fax: (216) 687-5398

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Certificate Program Coordinator
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Nonprofit Management Graduate Certificate Program

NONPROFIT MANAGEMENT CERTIFICATE PROGRAM



Do you have the skills to succeed as a nonprofit manager?

The nonprofit sector is the fastest growing employment sector in today's economy. Nonprofit organizations face new challenges: government funding cutbacks, growing numbers of clients, and the expanding need to acquire and manage financial resources. Nonprofit managers must find ways to help their organizations meet these challenges. They must deal effectively with boards, staff, volunteers, clients, funders, and members of the public. Yet few opportunities for specialized training in this multi-faceted role have been available in Northeast Ohio, despite its rich and varied nonprofit community.

Enrolling in this certificate program will provide you with learning designed to empower nonprofit administrators with the skills necessary to succeed. It is aimed at executive directors and other managers, as well as those with business or government management experience who are seeking a bridge to the nonprofit sector.

THE PROGRAM

The certificate program consists of four required courses and one elective. All courses are four (4) credit hours unless otherwise noted.

Four required core courses:

- PAD 550 Institutional Development of the Nonprofit Organization
- PAD 651 Fund Raising and External Relations for Nonprofit Organizations
- PAD 652 Financial Administration of Nonprofit Organizations
- PAD 656 Capstone Seminar in Nonprofit Leadership and Management

One elective may be chosen from the following list. Other appropriate courses may be selected with approval from the student's advisor.

- PAD 510 Proposal Writing and Program Development
- PAD 604 Organizational Behavior
- PAD 630 Public Human Resources Management (three credits)
- PAD 634 Ethics in the Public Sector
- LAW 722 Nonprofit Corporation Law Seminar (two credits)
- MKT 605 Services Marketing
- UST 572 Conflict Management

NOTE: All certificate programs require spreadsheet competency and computer knowledge.

Certificate students must maintain a minimum graduate GPA of 3.0.

CENTER FOR NONPROFIT POLICY & PRACTICE

The Certificate in Nonprofit Management is offered through the College's Center for Nonprofit Policy & Practice (CNP&P). The CNP&P arose from the College's involvement with community and neighborhood organizations in Cleveland dating back to the 1970s. The CNP&P was founded to support and foster the health of the nonprofit sector in our region through:

- Training and technical assistance that support nonprofits in civil society;
- Scholarly and applied research; and
- Undergraduate and graduate education in the leadership and management of nonprofit organizations.

More information about the Center can be found at <http://urban.csuohio.edu/nonprofit/>



CERTIFICATE PROGRAM ADMISSION REQUIREMENTS

All materials are to be sent, at one time, to:

**Graduate Admissions
Cleveland State University—RW204
2121 Euclid Avenue
Cleveland, Ohio 44115**

- Complete a graduate application. (Under "Enrollment Plans," indicate that you are seeking a graduate certificate). <http://www.csuohio.edu/admissions/application.html>
- Include \$30 application fee payment.
- Submit transcripts from all colleges/universities attended. Evidence of completion of a bachelor's degree must be shown on an official transcript.
- Submit a writing sample, preferably a recently graded research paper.
- Meet ONE of the following criteria:
 - A score at the 50th percentile or higher on the GRE (Graduate Record Exam).
 - A baccalaureate degree that is less than six years old at the time of application AND an undergraduate GPA that was at least 2.75.
 - A baccalaureate degree that is more than six years old at the time of application AND an undergraduate GPA that was at least 3.00.
 - Has completed the equivalent of 12 semester hours of CSU graduate coursework AND received a grade of B or better in each course.
 - Has successfully completed a master's degree from an accredited institution.
 - Provide documentation of requisite professional experience demonstrating significant professional competency in the certificate area.
- Upon admission to a graduate certificate program, all students must meet with the Graduate Program Advisor to prepare a program of study.

DEGREE-SEEKING GRADUATE STUDENTS:

Students enrolled in a graduate program at CSU need to file, as early as possible in their course work, a letter stating their intent to complete the certificate program requirements (specify the date of completion for each course intended to count toward the certificate). Students are urged to take the required courses as early as possible, preferably before taking any of the electives. The letter of intent should be submitted to the Academic Program Specialist at the Levin College.

FOR MORE INFORMATION:

Information correct as of 7/06.
Check website for updates.

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