

Summer 2018 Courses



BAYER CENTER FOR
NONPROFIT MANAGEMENT

BCNM-RMU.ORG

All summer classes are held at The Bayer Center for Nonprofit Management at Robert Morris University, 339 Sixth Avenue, Suite 750 in downtown Pittsburgh.

To register online, visit rmu.edu/bcnmregistration or call Shelby Gracey at 412-397-6000.

Getting Started: Financial Policies and Procedures Manual

Tuesday, June 5 from 9 a.m. - noon

The financial policy and procedures manual is the foundation of strong financial management systems and guide for determining the use and management of money. It establishes internal controls and ensures compliance with regulatory standards, donor restrictions, and grantor guidelines. It also clarifies responsibilities and roles, ensuring that financial data is a reliable and accurate basis for organizational decision making. We'll cover the major components of this manual and how to set policies/procedures that match your organization's needs.

Instructor: Denise Henning,
Stewardship Matters
Fee: \$65 (\$55 if paid online)

Boardwork! for Finance Professionals

Tuesday June 19 from 8:30 a.m. - 4 p.m.

Are you a finance professional who is passionate about making an impact in your community? Join us for this full-day session where we'll build off your finance & management expertise while learning about effective nonprofit governance. The training will prepare you to be matched with a local nonprofit or enhance your current board service. We'll cover the full gamut of nonprofit governance including boardmanship, fundraising, planning and technology. Additionally, we'll focus on the board's role in financial oversight, exploring topics like audits, investments, and the roles of treasurers and finance committees.

Instructors: Peggy Outon, Evie Gardner and
Carrie Richards, Bayer Center
Fee: \$425 (\$325 without matching)

Executive Director Huddle

Thursday, June 14 from noon - 1 p.m. and Thursday, July 12 from noon - 1 p.m.

Break down the isolation barrier! This affinity group offers a unique opportunity for nonprofit EDs and CEOs to come together for a brown bag lunch and to share experiences, challenges and solutions as we deepen connections and build a community of support. Bring your own lunch.

Instructor: Wendy Burtner-Owens, Steeltown Entertainment Project **Fee:** Free, but R.S.V.P. is required.

Critical Strategies for Fundraising Success

Wednesday, June 27 from 9 a.m. - noon

This interactive and intensive session will explore four mainstays of fundraising success: leadership, systems, case, and donors. Participants will learn how to develop a fundraising board, manage top donors, identify new donors, prepare a poignant one-page case for support, and build relationships that will lead to long-term fundraising success. Along with step-by-step instruction for implementing each strategy, you'll get tips, tricks and templates that can be used each year to set up your fundraising program for success.

Instructor: Emma Gilmore Kieran,
Pilot Peak Consulting
Fee: \$65 (\$55 if paid online)

The Board Break-Down

Wednesday, July 11 from 4 - 6 p.m.

Governing boards, committees, advisory boards, and young leaders boards - oh my! Join us for this creative, interactive session as we explore various types of leadership structures that nonprofits use to oversee and steward their organizations. We'll discuss how each group is different, which are required, which are optional, and why you might want to explore new leadership structures to support your mission.

Instructor: Evie Gardner, Bayer Center
Fee: \$40 (\$30 if paid online)

Leadership and Management: Riding the See-Saw

Tuesday, July 17 from 9 a.m. - noon

Many sources distinguish between leadership and management skills. But as organizations flatten, what does it take to cultivate and empower "a leader in every chair?" We'll learn and practice techniques that help us - and the others in our organizations - be managers with vision and visionaries who are in touch with the ground.

Instructor: Susan Loucks, Bayer Center
Fee: \$65 (\$55 if paid online)

TECH NOW

A TECHNOLOGY
CONFERENCE
FOR NONPROFITS

Save the Date!

October 3, 2018

DoubleTree by Hilton Hotel
Monroeville, PA

Keynote:

Lucy Bernholz, Ph.D.



One-On-One Clinics: Available year round, by appointment.

Bayer Center clinics offer individualized, expert advice on topics of interest for only \$50 an hour. HR questions? Come to a clinic. Want a snappier website? Come to a clinic. Want to learn the violin? Practice...We can't do everything! But we can help with a lot. Register online at rmu.edu/bcnmregistration or call 412-397-6000.

Bylaws Clinic (2-hour minimum)

Bylaws are important in directing the board and the organization. We'll review yours and give you suggestions for improvements.

Website Audit Clinic

Meet with our website expert as she provides an honest (and kind) assessment of your site and recommendations for improvement.

Employee Handbook Clinic (2-hour minimum)

We'll review your handbook and look for sections that are missing or need revisions.

Social Media Strategy Clinic

Let us advise you one-on-one, and you'll be using social media more effectively in no time!

HR Clinic

HR policies need to be fair and compliant. Make sure yours are both.

WordPress Clinic (2 hour minimum)

This clinic is designed to help you troubleshoot specific WordPress issues. Though users of all skill levels are welcome, you must have a basic knowledge of WordPress prior to the clinic.

Marketing Clinic

We'll take a look at your current marketing strategy and materials and give you advice about where you should focus your energy.

Nonprofit Start-up Clinic (2-hour minimum)

Thinking of starting a nonprofit? We'll guide you through different options and the decision-making process.

Pinpoint Planning Clinic

Utilize a tailored and time-limited approach that provides quick analysis of finance, fundraising, HR, governance and technology.

Prepping for an Audit Clinic

We'll make sure you're tracking your finances, walk through the audit process, and gather documentation before the auditors arrive.