

Summer II 2006 (July 3 – August 11)

PUBA 630 - Nonprofit Management: The Fundamentals

T R 6:00 pm – 9:15 pm, Saunders Hall 637

Instructor: Muthusami Kumaran Ph.D.,
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Syllabus

Course Description:

This is an introductory course designed to provide basic understanding on management issues relating to nonprofit organizations, which are the fastest growing part of the public sector. The course is intended for students who would like to explore career opportunities in the nonprofit sector and for those who have a long-term goal to develop a new nonprofit organization. The purpose of this course is to provide the student with a good understanding on the fundamental aspects of managing a nonprofit organization. The course will cover five broad areas: an overview of the nonprofit sector; the mission of nonprofit organizations in a mixed economy; the range of organizational forms taken by nonprofits; resource development; and the principle management functions.

The course will focus on developing a working knowledge on organizational structure and management, role of boards, strategic planning, financial management, leadership and networking, public relations and marketing, human resources, fund raising, volunteer management, and grant writing. Particular emphasis will be placed on strategies to reach-out to the communities.

The course will utilize lectures, class discussions and guest speakers with emphasis on student participation.

Course requirement:

Students are required to complete two assignments. The first assignment will be an oral presentation in the class on Thursday, August 3. This 15 minutes presentation can either be (1) a critique on one or more aspects of the management of a nonprofit organization in the state of Hawaii or (2) a presentation on a management issue (past or present) faced by an existing nonprofit organization and how that issue relates to the topics covered in the course.

The second (written) assignment will be a development plan paper (15 – 20 pages). This paper will be an actual plan (similar to a business plan) to develop a nonprofit organization of your choice. This paper will be due on the last session (August 10) of the

course. Class attendance and participation will count for 10% of your final grade. Class presentation will account for 30% of the grade and the final development plan paper will be worth 60% of your grade.

Reading (Required Texts):

Wolf, Thomas. 1999. *Managing A Nonprofit Organization in the Twenty-first Century*. New York: Simon Schulster.

Ott, Steven (ed.). 2001. *Understanding Nonprofit Organizations: Governance, Leadership and Management*. Boulder, CO: Westview Press.

(Both books are available at the PUBA office, Saunders 631. Write your checks to “Modern Times” for \$53.95).

Schedule:

Session 1	July 6, Thursday
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Introduction & Overview

Purpose of the course

Nonprofit Organizations: The past, the present and the future

Session 2	July 11, Tuesday
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Developing a Nonprofit Organization & Role of the Board

Readings:

Wolf: chapter 2

Ott: part I

Session 3	July 13, Thursday
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Legal Aspects of Nonprofit Management & Strategic Planning

Readings:

Wolf: chapter 9

Ott: part II & IV

Session 4	July 18, Tuesday
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Evaluation & Accountability

Readings:

Wolf: chapter 11

Ott: part X

Session 5	July 20, Thursday
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HR & Financial Management

Readings:

Wolf: chapters 4 & 6

Ott: part VIII

Session 6	July 25, Tuesday
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The Role of Nonprofits in a Democracy

Readings:

NIF Issue Book (will be distributed)

Session 7	July 27, Thursday
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Nonprofits & Community Development, Volunteer Management

Reading:

Ott: part IX

Session 8	August 1, Tuesday
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Leadership & Networking

Readings:

Wolf: chapter 10

Ott: parts III & VII

Session 9	August 3, Thursday
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Class Presentations & Discussions

Session 10	August 8, Tuesday
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Community Relation & Marketing

Readings:

Wolf: chapters 5

Ott: part VI

Session 11	Aug. 10, Thursday
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Grant Seeking & Writing for Nonprofit Organizations

Final Paper Due