

Master Nonprofit Consultant
CERTIFICATE
Program



Equipping Consultants for Positive Nonprofit Impact

Presented by



FAITH
PHILANTHROPY
INSTITUTE™

EQUIPPING LEADERS TO GO AND GROW GREAT COMMUNITIES

Strengthening Performance
Building Networks
Impacting Communities

Greetings,



FAITH & PHILANTHROPY
INSTITUTE™
EQUIPPING LEADERS TO GO AND GROW GREAT COMMUNITIES

As the pressure for accountability, high performance, and competition for funding grow for nonprofit organizations, so too grows their need for increased business competencies. The Master Nonprofit Consultant Certificate Program seeks to train consultants to help nonprofit organizations effectively meet that end. This unique instructional program is designed to:

- Strengthen the knowledge and skills, and increase the core group of skilled consultants available to more effectively serve the nonprofit sector.
- Increase the ability of nonprofit consultants to sustain a viable consulting practice.
- Promote strong ethical and professional standards in the nonprofit consulting field.

The comprehensive nature of the curriculum makes this certificate program appropriate for:

- Current nonprofit consultants and social entrepreneurs.
- Business professionals interested in providing nonprofit consulting services.
- Church consultants within religious denominations.
- Executive directors and other nonprofit professionals interested in transitioning from a staff to a consultant role.

Take a moment to peruse the details in this brochure and register today! As well, invite others who will benefit to join us for this one-of-a-kind program.

We look forward to you joining us for the nine-month Master Nonprofit Consultant Certificate program.

Sherrye Willis

Founder and President
Faith & Philanthropy Institute



Faith & Philanthropy Institute is a 501(c)(3) organization with the mission to equip ministry and nonprofit leaders to achieve their organizations' God-inspired missions with measurable impact and financial sustainability through training, consulting services and resource information.

To learn more, visit us at www.fpiweb.org.

Master Nonprofit Consultant Certificate Program

Course Schedule:

<u>Session Date and Time</u>	<u>Topics</u>
One: September 9, 2011 (5:30 – 9:00 p.m.)	Introduction to the Program; Developing your Consulting Business - Your Mission, Vision and Goals
Two: September 10, 2011 (8:30 a.m. – 5:00 p.m.)	Developing your Consulting Business Plan; Introduction to the Nonprofit World and Faith-Based Community; Legal, Political and Governance Structures
Three: October 8, 2011 (8:30 a.m. – 5:00 p.m.)	The Life Stages of Nonprofits; Executive Coaching; Consulting Roles; The Stages of the Consulting Process
Four: November 12, 2011 (8:30 a.m. – 5:00 p.m.)	Developing your Consulting Business Services; Professionalism and Ethics in the Consulting Relationship; Strategic Interventions into Organizational/Large Group Systems
Five: December 10, 2011 (8:30 a.m. – 5:00 p.m.)	Financial Forecasting and Management; Relationship and Mediation Skills
Six: January 14, 2012 (8:30 a.m. – 5:00 p.m.)	Branding and Marketing; Critical Thinking; Analyzing Data and Determining Gap Analysis; Community Asset Mapping
Seven: February 11, 2012 (8:30 a.m. – 5:00 p.m.)	Time and Project Management; Organizational Assessments; Strategic Planning Models and Process
Eight: March 10, 2012 (8:30 a.m. – 5:00 p.m.)	Partnerships and Team Consulting; Board Development Models and Process; Fundraising/Development Models and Process
Nine: April 14, 2012 (8:30 a.m. – 5:00 p.m.)	Human Resources and Customer Service; Facilitation and Presentation Skills
Ten: May 11, 2011 (5:30 – 9:00 p.m.)	Program Design and Development; Use of Best Practices and Benchmarking
Eleven: May 12, 2011 (8:30 a.m. – 5:00 p.m.)	Program Design and Development Two; Final Presentation of Business Plan and Graduation Ceremony

"It is hard to put into words how incredible both the curriculum and experience of the Master Nonprofit Consultant Certification Program have been. From very detailed and informative articles and reference books to the hands-on, in-class instruction and role-playing, I know I am well-equipped TODAY to begin working with nonprofits and other businesses in a consulting role. As well, the relationships forged between the participating consultants is one I believe will last a lifetime as we build our businesses, refer potential clients given our targeted disciplines, and support and encourage each other as fellow entrepreneurs. This course is A MUST FOR ANY CONSULTANT—but especially the consultant who is committed to providing services to faith- and community-based nonprofit organizations."

Kim Richardson, Owner and Principal Consultant
DECLARE! Marketing & Consulting – Spreading Word of Your Works

"I always believed I had the experience and God-given vision to branch out on my own. But the invaluable information, tools, feedback, hands-on training, coaching and camaraderie with Sherrye and the other consultants, provided the motivation and expertise I needed to make that vision a reality."

Cheryl Magee
SynergyWorks



Receive a Master Nonprofit Consultant Certificate



Faith & Philanthropy Institute Master Nonprofit Consultant Certificate program will help you advance your career in nonprofit consulting by honing the skills you need to make an immediate impact in your business as well as faith- and community-based organizations.

You will achieve the Master Nonprofit Consultant certificate after attending the Master Nonprofit Consultant's nine month program and completing a business plan for your business.

Tuition and Program Logistics

Tuition for the nine-month program is **\$2500**; Partial scholarships are available. Contact the FPI office at 817.835.0271 or **admin@fpiweb.org** for more information on scholarship opportunities.

Tuition includes:

- Nine full days and two half days of intensive training in the skill and art of consulting
- Two required text books
- CD-ROM toolkit including hands-on worksheets to use with clients
- An opportunity to become part of FPI's Consultant Network
- Certificate of completion
- 83 National Continuing Professional Education (CPE) units (Pending)
- Texas State Accountancy Continuing Professional Education units

Registration Process

- To apply, complete a program application and return to the FPI office with two references and a \$50 nonrefundable application fee.
- Call the FPI office at 817.835.0271 or visit us online at www.fpiweb.org to obtain an application.
- All applicants will be pre-screened and selected by an advisory board.
- The deadline for applications is three weeks prior to the first scheduled day of class.
- Selected applicants will be notified by phone and letter upon acceptance.

FPI offers reduced tuition to groups of three or more.

For more information, please contact the FPI office at 817.835.0271 or **admin@fpiweb.org**.

Delivery Method: Group-Live

Advance Preparation and Prerequisites: None

Program Level: Intermediate (individuals who have a minimal or moderate understanding of the subject matter)

Program Cancellation Policy

Faith & Philanthropy Institute reserves the right to cancel the Master Nonprofit Consultant Certificate Program should inadequate enrollment numbers or other unforeseen circumstances warrant. If canceled, students will be notified by phone and in writing. Upon cancellation, a full refund of all program fees paid to date, minus the nonrefundable \$50 application fee, will be made.

FAITH & PHILANTHROPY INSTITUTE

Master Nonprofit Certificate Program Application

I. Personal Information

Full Name: _____ Title: _____
 Business Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Phone: _____ Second Phone Number: _____
 Fax: _____ Email Address: _____
 Website Address: _____

II. Education and Affiliations

Please list any earned post-secondary degrees and training you have received:

School/College/University	Diploma/Degree Earned	Year of Graduation

Please list your professional affiliations: _____

III. Professional References

(Please provide two references who can judge your professional competence and personal character.)

Full Name: _____ Title: _____
 Organization: _____ Business Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Phone: _____ Second Phone Number: _____
 Fax: _____ Email Address: _____
 Website Address: _____
 In what capacity do you know this reference? _____

Full Name: _____ Title: _____
 Organization: _____ Business Address: _____
 City: _____ State: _____ Zip Code: _____
 Business Phone: _____ Second Phone Number: _____
 Fax: _____ Email Address: _____
 Website Address: _____
 In what capacity do you know this reference? _____

IV. Questions

How many years have you served as a nonprofit independent or internal consultant?

Do you have an independent consulting business? ___ Yes ___ No

How old is your consulting business/organization?

What is the mission of your consulting business/organization?

Please list below your primary areas of practice (specialties):

- 1.
- 2.
- 3.
- 4.
- 5.

Please list below the types of clients you serve:

- 1.
- 2.
- 3.
- 4.
- 5.

Describe your typical consulting engagement. Please include client type and organization size, annual budget, duration of budget, and number of professionals on the project.

What is the average number of client engagements you work on per year?

How do you usually divide your time in consulting engagements?

- a. Proposal/Project Design _____%
- b. Research and/Analysis _____%
- c. Strategic Planning _____%
- d. Facilitation _____%
- e. Grant Writing _____%
- f. Other _____%

What do you hope to gain from participation in the FPI Master Nonprofit Certificate Program and how will you use what you learn?

What are some of the greatest challenges and opportunities you are facing as a nonprofit consultant?

What do you consider to be the most critical issue(s) facing your consulting business?

V. Program Understandings

I understand that if accepted into the FPI Master Nonprofit Certificate Program I am committing to the following:

1. Attendance and active participation at all planned program sessions.
2. Payment of all program related fees at scheduled times
3. Completion of assigned readings, projects and peer coaching appointments as scheduled.

Signature

Date

Please answer questions on separate sheet of paper if additional space is required.

Travel Planning

- Participants are responsible to arrange their own transportation to and from training site.

Ground Transportation:

- Participants are responsible for their own transportation to and from the airport.
- In order to allow adequate time to reach the airport, we recommend the return flights should not be scheduled prior to 7:00 p.m. on Saturday evening.

Hotel Accommodations:

- Participants are responsible to pay and arrange their own hotel accommodations during the training.
- Call the FPI office, 817.835.0271, to obtain a listing of hotels near training site.

Meals:

- Boxed lunches will be provided during the Saturday sessions.
- Light snacks are available for purchase at training site.

Program Refund Policy

All fees associated with the Master Nonprofit Consultant Certificate Program: registration, initial deposit and program fees are nonrefundable. An exception will be considered only on a case-by-case basis due to extenuating circumstances: prolonged personal or family illness, death of immediate family member (spouse or child), death of student or natural disaster irreparably damaging or destroying student's primary domicile at the time of program enrollment. All requests for refunds should be written and submitted to the Faith & Philanthropy office. Requests will be reviewed by Faith & Philanthropy staff. If a refund is granted, it will be based on the following formula: \$250 for each full day and \$125 for each half-day session remaining in the program following a refund approval.

Complaint Resolution Policy

Student complaints may be addressed in the following process:

1. Verbally address the complaint to a member of the Faith & Philanthropy administrative staff.
2. If the issue cannot be resolved by the staff to the student's satisfaction, the student will be asked to submit a written complaint which will be submitted to the Faith & Philanthropy board for resolution.



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