



## Overview

CSU's online nonprofit management certificate builds the essential skills to foster organizational and programmatic success and provides you with a framework for how nonprofits work and how to get things done. Enhance your resume with these skills and learn about:

- **Board development** – Begin your strategic thinking on how to recruit and work with a board of directors to accomplish organizational goals.
- **Program architecture** – Learn to design and structure programs to ensure strategic objectives align with organizational end-goals.
- **Human resources and staffing** – Learn to understand organizational culture, how to build a staff team, create position descriptions, and identify necessary staffing resources.
- **Resource development** – Find out how to evaluate funding opportunities to determine priorities in applying for resources. Become knowledgeable about fiscal planning and grant writing.
- **Volunteer recruitment and management** – Build an effective volunteer base that is invested in your organization. Distinguish and apply human service values, ethics, theories, and skills to nonprofit management and volunteer programming.
- **Communications** – Develop your organizational branding, communication strategies, and increase your marketing skills.

## Build your portfolio and expertise

Gaining financial planning, fundraising, grant-writing, and donor cultivation skills is integral to on-the-job success and, often, career advancement. In this online certificate program, you will practice these skills with hands-on guidance. Courses will give you the opportunity to create various materials to build your portfolio, including:

- Strategic plan
- Nonprofit budget
- Volunteer recruitment, training, and evaluation plan
- Fund development plan
- Grant funding source analysis
- Agency goals

## Curriculum

### Required Courses

- **SOWK 660** – Nonprofit Program Development (3 cr.)
- **SOWK 661** – Financial Development (3 cr.)
- **SOWK 662** – Volunteer Development and Management (3 cr.)

## Delivery

Online

## Credits

9 credits

## Tuition

\$689 per credit

- Includes [Student Services](#)
- [Fees](#) assessed separately
- [Financial aid](#) is available; eligibility determined on an individual basis

## Time frame

Can be completed in 3 semesters

## More info

[online.colostate.edu/certificates/nonprofit-administration](https://online.colostate.edu/certificates/nonprofit-administration)

## Contact

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# How to Apply

Nonprofit Administration



## Application Deadline

Fall semester: **August 1**    Spring semester: **January 1**    Summer semester: **May 1**

### 1 Review Admission Requirements

The online certificate requires that students have a bachelor's degree from a regionally accredited institution.

### 2 Complete Online Application

Complete the [online graduate application](#) and pay the nonrefundable application processing fee (payable online). As soon as you have completed the required information, please submit your application. Your application will not be reviewed until it is complete and all required materials have been received.

- Select "Nonprofit Administration (Certificate) – Distance" when choosing the Program of Study. (Note: You must first select "Certificate" at the top.)

### 3 Request Transcripts

Request one official transcript of all collegiate work completed from every institution attended, whether or not you received a degree from those institutions. Transcripts from Colorado State University are not required. Official transcripts can either be mailed in or sent as e-transcripts.

Send e-transcripts to: [gradadmissions@colostate.edu](mailto:gradadmissions@colostate.edu)

Send paper copies to:  
Graduate Admissions  
Colorado State University – Office of Admissions  
1062 Campus Delivery  
Fort Collins, CO 80523-1062

## Check Your Application Status

View your [application status](#) at any time to ensure your application checklist is complete or to check on updates. Once your complete application, including supporting materials, is received, the department admission committee will review your application and notify you of their decision.

## International Students

See [website](#) for test score and transcript requirements.