Institute Excellence in Nonprofit Management

Spring 2016 | April 4-8

An unparalleled educational opportunity for professionals and volunteers in the nonprofit sector

Register by March 4 and save $200!

About the Instructors

Faculty for the University of Nevada, Reno’s Excellence in Nonprofit Management Institute are chosen for their depth of knowledge, teaching skill and extensive real-world experience as nonprofit professionals and educators.

Shera Alberti-Annunzio, M.Ed., is an assistant director of professional development and certificate programs for Extended Studies at the University of Nevada, Reno and serves as an ethics chair on the board of directors for the United Way of Northern Nevada and the Sierra. Formerly fiscal coordinator for the Education Collaborative, for eight years she owned ATD Consulting, Inc., a grantwriting and grant consulting company. She currently serves on the Chamber scholarship committee.

Michael Bell was the judicial education coordinator of the Administrative Office of the Courts of the Supreme Court of Nevada for 10 years. He has worked for the Citizen Action Program, and was the first executive director for CPAs for the Public Interest. He is the author or co-author of several publications on the tax and reporting requirements of charities, and has helped hundreds of groups gain their tax-exempt charitable organization determination from the Internal Revenue Service.

Sarah Botz, M.A., is principal at Social Entrepreneurs, Inc. (SEI), providing strategic planning, resource management, organizational and program development, and management information systems training and services to nonprofit and government based social service agencies. She has worked on more than 50 strategic plans and currently provides strategic and sustainability planning services to nonprofit organizations, multi-county initiatives and public agencies.

Cindy Davis, SPHR, is the owner of Strategic HR Partners, LLC, and has 25 years of experience advising businesses and organizations in establishing and maintaining their HR practices in such areas as regulatory compliance, auditing, policy and procedural writing, supervisory training, employee relations, investigations, benefits, recruitment and many others. She is past president of the Northern Nevada Human Resources Association (NNHRA) and was 2012 council director for the Nevada State Society for Human Resource Management (SBHRM).

Todd Felts, Ed.D., MALIS, is an assistant professor of integrated marketing communications and former director of the graduate program in the University’s Reynolds School of Journalism. He is an award-winning marketing professional who has served as press secretary for Governor Jim Hunt of North Carolina and as director of community relations for the Special Olympics World Summer Games. In addition to teaching, Felts consults with businesses and organizations across the U.S. on traditional and online public relations and advertising.

Vivienne French is a fundraising consultant who has researched, written and managed federal, state and private grants for nearly 20 years. She formerly served as executive director of the Women and Children’s Center of the Sierra, as grants writer/administrator for the Reno City Attorney’s Office and as fund development specialist for the Food Bank of Northern Nevada. She has background in multiple areas of public, nonprofit and personnel administration, program development and strategic planning.

Deborah Loech-S Griffin, Ph.D., owns and operates Turning Point, Inc., and is co-director of the nonprofit, university based Center for Program Evaluation and Partnership Development. In 2007, she and her husband received the Global Citizen Award from the Northern Nevada International Center for their work with Global Voice, a part of Community Chest, Inc., a private nonprofit they founded in 1991. She has more than 20 years of experience as a counselor, site administrator, program manager, teacher, professor, researcher and nonprofit director.

Joel Muller, CFRE, is vice president of Renown Health Foundation, president of the Planned Giving Roundtable of Northern Nevada and past president of the Association of Fundraising Professionals - Sierra Chapter. He began his fundraising career at the United Way of Northern Nevada and the Sierra in 1996, and since that time has raised and directed more than $50 million in present-day and planned giving philanthropy.

Mary Sanada is a former CPA whose focus was on helping nonprofits. Sanada served as principal auditor for a variety of nonprofit and governmental entities, as deputy legislative auditor for the State of Nevada, Legislative Council Bureau, and as chief accountant for the State of Nevada, Office of the State Controller.

Sarah Treats Patrick, M.A., is a client services associate for the management consulting firm Social Entrepreneurs, Inc. (SEI). She conducts both primary and secondary research including data analysis, survey analysis, assessment and literature reviews, and also works with clients to build organizations’ capacity to collect and analyze data and program trends.
Excellence in Nonprofit Management Institute

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Monday-Thursday, 8 a.m.-5 p.m.; Friday, 8 a.m.-3 p.m.
University of Nevada, Reno, Redfield Campus

Now in its 11th year, the Excellence in Nonprofit Management Institute from Extended Studies at the University of Nevada, Reno provides an opportunity for professionals in the nonprofit arena to gain and strengthen management skills and techniques, acquire a thorough understanding of day-to-day operations in the nonprofit organization, keep informed of current issues and laws affecting the nonprofit environment, and develop the ability to think strategically for future needs.

A variety of professionals can be served by this unique program, including those working in the nonprofit sector, as well as professionals new to or wishing to enter the field. The program is also an excellent opportunity for nonprofit board members and those wishing to start a nonprofit.

Professional advancement

A certificate of completion for the Excellence in Nonprofit Management Institute indicates professional achievement and dedication to advancement in the nonprofit arena. Certificates provide evidence to employers of successful completion of a university-quality educational program and are proudly by those who demonstrate mastery of the institution's diverse and in-depth content.

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Comments from past program participants

"Best educational investment I have ever made in my professional and personal endeavors. Keep up the amazing work on all fronts."

"Excellent class all around — a must for anyone seriously considering a career or board membership in a nonprofit or NGO."

"I have told my colleagues that the Extended Studies Human Resources Certificate Program was the best training I ever received. Now I have to change my story — this was marvelously organized and so well presented. Thank you for this extraordinary learning experience."

"So happy I did this — invaluable experience."

Institute topics
- Legal issues in governing and managing nonprofits
- Human resource development and performance management
- Philanthropy and resource development
- Strategic planning
- Nonprofit accounting and reporting
- Volunteer management
- Grantwriting basics
- Board development
- Marketing and media
- Nonprofit program evaluations

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Information
For more about the University of Nevada, Reno's Excellence in Nonprofit Management Institute, call Shera Alberti-Annunzio, M.Ed., assistant director, professional development and certificate programs for Extended Studies, (775) 784-4048 or 1-800-233-8928, email shera@unr.edu, or visit www.extendedstudies.unr.edu.

Fee and location
Register by March 4, 2016 and save $200!
- $975 through March 4, 2016; $1,175 after March 4
- Fee includes course materials, parking, continental breakfast and lunch each day. Lodging is not included.
- Sessions are held at the University of Nevada, Reno, Redfield Campus, Building A, 18600 Wedge Parkway, Reno, NV 89511.
- For lodging information, please visit www.visitrenotahoe.com or call 1-800-FOH-RENO.

Refund policy
Full refunds will be given for courses cancelled by Extended Studies. For participant-initiated cancellations, participants must notify Extended Studies by noon, one work day prior to the first day of class (excluding weekends and holidays), to receive a refund of fees paid, less a 15 percent administrative fee. No refunds will be administered after the first day of class.

Parking
Parking is easily accessible and free without a permit at the University's Redfield Fields in south Reno.

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