

## Undergraduate Certificate in Nonprofit Management

The nonprofit field is burgeoning, and so are the demands for the services nonprofits provide. Since 2002 the number of nonprofits in the Pittsburgh area has grown by more than 500 new organizations. Emerging from the influx of nonprofits is an increase in recruitment and hiring; various positions within nonprofits will need to be filled by qualified individuals. Education is critical; a professional certificate is an invaluable asset nonprofits look for in prospective employees. A Certificate in Nonprofit Management alone or coupled with an appropriate bachelor's or advanced degree will aid your quest for employment or promotion with a nonprofit organization.

Students who successfully complete their certificates may apply the credits to an undergraduate degree in public service at the University of Pittsburgh College of General Studies (CGS).

### Who should participate:

Professionals with

- public relations experience
- interest in fundraising
- backgrounds in program development
- knowledge of marketing and advertising
- Recent graduates or current students who desire a career in the nonprofit field
- Undergraduate degree-seeking students who wish to have an intermediate credential
- Technology workers
- Public service majors
- Entrepreneurs who wish to start a nonprofit

### Upon completion of this certificate, participants will be able to:

- Organize, manage, or supervise a nonprofit.
- Hire and train an efficient staff.
- Understand the structural and financial issues unique to nonprofits.
- Effectively raise revenue through fundraising.
- Write grant proposals.

This certificate is applicable to positions such as grant writers, fundraisers, development officers, accountants, information technology workers, and office managers. See an academic advisor for more details.

### Admission requirements

Students must meet requirements for admission to CGS. A certificate application form must be completed and returned to CGS. To avoid a late fee, you should complete this process when registering for courses.

### Fees and tuition

Current tuition rates are available at [www.ir.pitt.edu/tuition](http://www.ir.pitt.edu/tuition). Rates will change each July for the next academic year.

### Payment plans

- Discover, MasterCard, and American Express are accepted for tuition payment via the Web at <http://student-info.pitt.edu>.
- If you are employed, check with your company's human resources office to see whether you qualify for company tuition benefits.
- Optional payment plans and deferrals are available for participants who wish to extend tuition payments over a longer period of time.

### Curriculum:18 credits

#### Required courses

all courses are three credits

PUBSRV	0020	Introduction to Public Service
PUBSRV	1200	Practices of Nonprofit Management
PUBSRV	1210	Financial Management for Nonprofit Organizations
PUBSRV	1220	Human Resource Management for Nonprofit Organizations
PUBSRV	1230	Fundraising for Nonprofit Organizations
PUBSRV	1900	Internship Seminar

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## **College of General Studies**

The College of General Studies (CGS) provides adult and continuing education programs that are designed to address changing employer and student needs. The high-quality, flexible programs include degree completion, certificates, and enrichment courses. CGS provides a single point of access to the University's innovative programs and services that both enrich lives and promote the economic health of the region.

***Requirements subject to change. Check with an academic advisor before registering.***

For more information, contact:

**University of Pittsburgh**  
**College of General Studies**  
**412-624-6600**  
**[www.cgs.pitt.edu](http://www.cgs.pitt.edu)**