



NORTHERN ILLINOIS UNIVERSITY

## Center for Nonprofit and NGO Studies



### 2021-22 NIU CENTER FOR NONPROFIT & NGO STUDIES SCHEDULE

*All sessions are virtual (over Zoom) and course fee is \$25.*

#### **September 22, 2021 — 9 to 11 a.m.**

##### **Negotiation Skills for Nonprofit Leaders – Part 1: Fundamentals**

*Presented by Bethany Cockburn, PhD, Asst. Professor, College of Business, Northern Illinois University*

#### **Objectives**

- Learn about the fundamentals of negotiations, including the power of the bottom line and understanding the other person's needs
- Learn about ways to improve your negotiation skills, including readings and suggestions for future activities

#### **Description**

We negotiate every day – with potential employers, with our coworkers, landlords, phone and internet service providers, and even our kids. Determining our salary, what price we pay for a car, or even who will do the dishes – all of those are negotiations. The purpose of this webinar is to increase your understanding of the best practices in negotiations as they are practiced in a variety of settings.

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#### **September 29, 2021 — 9 to 11 a.m.**

##### **Negotiation Skills for Nonprofit Leaders – Part 2: Hands-on exercises**

*Presented by Bethany Cockburn, PhD, Asst. Professor, College of Business, Northern Illinois University*

#### **Objectives**

- Learn advanced techniques of negotiations
- Experience negotiation simulations
- Analyze and explore possible outcomes for various negotiation scenarios

#### **Description**

This webinar is a continuation of Part 1 where participants will continue to learn best practices in negotiations through a mixture of exercises and discussion designed to further develop your negotiation skills. We will complete several negotiations together in order to demonstrate key principles in negotiations. Our discussions will be based on the scientific literature about negotiations, your personal experiences, and the exercises you have during the webinar.

**October 20, 2021 — 9 to 11 a.m.****Nonprofit Grantwriting – Part 1: Basics**

*Presented by Lynn Gibson, Clinical Professor for the Leadership, Educational Psychology and Foundations Department and Kim Suedbeck, Clinical Assistant Professor for the Curriculum and Instruction Department at Northern Illinois University*

**Objectives**

- Understand the overall structure and expectations for grantwriting
- Relationship development with grantors before and after award
- Explore the essential elements to constructing a winning request
- Develop an impactful team, calendar, and reporting process

**Description**

This grantwriting workshop is designed to offer fundamental lessons for nonprofit professionals who are new to grantwriting and need to acquire basic skills and understanding. This workshop would also be advantageous to someone who has written grants in the past, but still feels underprepared for the responsibility. Discover how to find your “best match” grant opportunities, build relationships with grantors, and the structure behind creating competitive grant requests. There will be discussion about what the individual and the organization can do to make sure they are setup for success both internally and externally. Resources will be provided.

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**October 27, 2021 — 9 to 11 a.m.****Grantwriting - Part 2: Advanced**

*Presented by Lynn Gibson, Clinical Professor for the Leadership, Educational Psychology and Foundations Department and Kim Suedbeck, Clinical Assistant Professor for the Curriculum and Instruction Department at Northern Illinois University*

**Objectives**

- Review the overall structure and expectations for grantwriting
- Learn how to identify and research new potential funding sources
- Learn how to craft a compelling letter of inquiry
- Acquire the tools to create effective program budgets (including how to calculate indirect costs)
- Discover how to manage next steps when awarded a grant

**Description**

This grantwriting workshop is a more advanced session for development professionals who are currently responsible for preparing grant proposals for their organizations, those who have done so in the past and are looking to refresh their skills, as well as, anyone who has taken the Grantwriting – Part 1: Basics workshop and is looking to dive deeper. Explore the art and science behind creating competitive grant requests and how to ensure they get the attention of the staff and boards of private and corporate foundations. Learn about research resources; the importance of building relationships with foundation officers; how to craft effective goals, objectives, outcomes, and impact statements; and how to create an effective project budget and other financial requirements (e.g., indirect costs). Resources will be provided.

**January 5, 2022 — 9 to 11 a.m.**

**Executive Director 101 – Part 1: Values/Vision/Mission/Board Governance**

*Presented by Alicia Schatteman, PhD, Director for Center for Nonprofit and NGO Studies and Associate Professor, Northern Illinois University*

### **Objectives**

- To understand the roles and responsibilities of the Executive Director in relation to the board of directors.
- To understand the necessity of strategic leadership and planning for your nonprofit organization.
- To understand the fundamentals of financial management especially the various sources of nonprofit revenue and the financial reporting requirements.
- To understand the role of staff to support fundraising efforts.

### **Description**

In part one of this workshop, we will review the basics of running a nonprofit organization from mission to roles of the Executive Director, board, staff and volunteers, to best practices in nonprofit strategic leadership, financial management and fundraising. Whether you have been promoted internally to the top staff position or you are switching sectors to manage your first nonprofit, this is the workshop for you. For practiced professionals this workshop is a great way to refresh and update your skills in compliance with current best practices.

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**January 12, 2022 — 9 to 11 a.m.**

**Executive Director Training - Part 2: Financial Management, Fundraising, HR, Communications**

*Presented by Alicia Schatteman, PhD, Director for Center for Nonprofit and NGO Studies and Associate Professor, Northern Illinois University*

### **Objectives**

- To understand best practices of staff and volunteer management
- To create and utilize performance measurement guided by best practices in data collection
- To understand how best to communicate your organization's impact through marketing and communications strategies

### **Description**

In part two of this workshop, we will review what you need to know about human resource management, performance measurement, and marketing and communicating your message. Whether you have been promoted internally to the top staff position or you are switching sectors to manage your first nonprofit, this is the workshop for you. For practiced professionals this workshop is a great way to refresh and update your skills in compliance with current best practices.

**March 16, 2022 — 9 to 11 a.m.**

**Nonprofit Budgeting and Understanding Financial Statements**

*Presented by Timothy J. Gavin, CPA, MBA, Auditor and Consultant at Lauterbach & Amen, LLP and Betsy Hull, CPA, MPA, Director of Strategic Initiates and Innovative Practices at Northern Illinois University*

**Objectives**

- Understand the basics of financial report structure
- Read and interpret the balance sheet, income statement, and statement of cash flows
- Analyze the note disclosure
- Identify the information most important in analysis and decision-making
- Explore the What's, Why's, and When's of non-profit budgeting
- Examine budgeting techniques, timing and trends
- Budgeting versus forecasting
- Illustrate budget documents and presentation of budget data
- Frame the importance of budget as a decision-making and policy tool

**Description**

Financial statements can be confusing and hard to read, and yet they provide some of the most valuable information in assessing the financial health of an organization. With so much information that is presented, it can be hard to separate what matters to you from what doesn't. This session will demonstrate how to interpret the numbers and notes in a standard financial report and show how to best use the information to understand an organization. Whether you're a manager, board member, or other stakeholder, making sense of a financial report is key in making informed decisions.

Non-profit budgeting is essential to the success of an organization. This session will focus on why, when and how nonprofits should approach the budgeting process and expected outcomes. We will examine budget documents from sample organizations and practice building and evaluating our own budgets. We encourage attendees to bring their organization's budget to the session as a frame of reference.

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**June 1, 2022 — 9 to 11 a.m.**

**Nonprofit Strategic Planning**

*Presented by Alicia Schatteman, PhD, Director for Center for Nonprofit and NGO Studies and Associate Professor, Northern Illinois University*

**Objectives**

- Prepare your organization for a strategic planning process
- Write clear and concise strategic goals that are measurable and doable
- Know when and how to include stakeholder voices in the strategic planning process and implementation
- Understand different strategic planning approaches

**Description**

This workshop will take a fresh look at strategic planning as a leadership tool for nonprofits, introducing the practical techniques and fundamental principles of a strategic planning process including environmental scanning, stakeholder input, issue identification, goal setting, performance measures, and implementation.