

NONPROFIT ADMINISTRATION, CERTIFICATE

- 11-9030 Education Administrators
- 11-9151 Social and Community Service Managers
- 13-1131 Fundraisers
- 13-1121 Meeting, Convention, and Event Planners
- 21-1012 Educational, Guidance, School, and Vocational Counselors
- 21-1020 Social Workers

The Certificate in Nonprofit Administration offers current and aspiring nonprofit leaders a practical education to have an even greater impact on their organizations and communities. The certificate has an interdisciplinary curriculum covering the fundamental competencies of nonprofit management such as organizational leadership, governance, policy influence, program evaluation, financial management, marketing, and fundraising.

The degree and major requirements displayed are intended as a guide for students entering in the Fall of 2024 and later. Students should consult with their academic program regarding final certifications and requirements for graduation.

For more information: <https://www.fels.upenn.edu/certificate/certificate-nonprofit-administration> (<https://www.fels.upenn.edu/certificate/certificate-nonprofit-administration/>)

The Certificate in Nonprofit Administration requires 4 course units, including 2 course units of foundational courses and 2 course units of electives chosen from the list below.

Curriculum

Code	Title	Course Units
Foundational Courses		
Select 2 foundational courses from the following:		2
G AFL 5490	Leading Nonprofits	
G AFL 5290	Nonprofit Financial Management or G AFL 652 Financial Management of Public and Nonprofit Organizations	
Electives		
Select 2 electives from the following:		2
G AFL 5590	Social Enterprise (Leading 4th Sector Complex Organizations)	
G AFL 6400	Program Evaluations and Data Analysis	
G AFL 6410	Program Evaluations & Data Analysis	
G AFL 7350	The Performance Imperative	
Total Course Units		4

Additionally, there will be several workshops on related topics, such as grant writing, fundraising, and social enterprises, offered throughout the year. Certificate students are strongly encouraged to attend these workshops.

A course may only be counted toward one certificate, and Fels MPA and EMPA students may count no more than two core MPA courses may count toward a certificate. Electives are subject to change; please consult the Fels website for the most up to date list of electives.

Disclosure information required by the US Department of Education for Gainful Employment Programs

United States Department of Labor’s Standard Occupational Code (SOC) (<https://www.bls.gov/soc/>)

- 11-1021 General and Operations Managers
- 11-2013 Public Relations and Fundraising Managers