



## **Leadership Institute of the Fox Valley Nonprofit Leadership Initiative 2017-2018 Course Descriptions**

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**The Leadership Institute** is a local, interactive, professional development certificate program for relatively new executive directors, or those interested in pursuing an executive director position. The program will consist of nine modules, each focused on a specific topic important to the work of an executive director. Expert faculty with experience in the nonprofit sector will teach the modules.

**Cost to Participate** The cost of the program is \$1,500 and may be split between two budget cycles.

### **May 4 – 5, 2017 Getting Started: Orientation & Personal Leadership**

#### **Orientation & Personal Leadership**

Hone and grow your leadership skills. Leadership profiles will be completed as part of a pre-module assignment. The profile will be assessed on day one with the instructor and small group activities. This module will focus on effective approaches to leading a team of people to accomplish shared goals, and discover creative ways to achieve positive outcomes.

### **June 15 – 16, 2017 Aligning Leadership: Board/Organizational Leadership**

Explore reasons why boards exist, and examine the roles, responsibilities and relationship to staff. Gain tools for enhancing board effectiveness including recruitment and development, board engagement, board structure, meeting management, and board self-assessment.

### **July 13 – 24, 2017 It's Not About The Money, Except When It Is: Finances/Financial Management**

Analyze the principles of financial management for nonprofits. Learn to apply the fundamentals of accounting, budgeting processes, cash flow analysis, expenditure control, long-range financial planning, and audits. Study budgeting and planning, tax issues, and internal/external reporting requirements for solid fiscal management.

### **September 21 – 22, 2017 Resourcing the Mission: Development/Fundraising**

Learn the basic types of revenue available to nonprofits, and how to connect fundraising to your organization's mission. Zero in on principles of ethical fundraising, learn to manage the philanthropic process, and develop plans that will enhance the effectiveness of staff and volunteers.



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Explore the structure of an effective development team, the role of planning in setting fundraising goals and how to create the annual development plan.

### **October 19 – 20, 2017 How Do You Do What You Do: Operations**

Design programs that achieve your organization's mission, account for community and environmental needs, and have potential for economic support.

### **December 7 – 8, 2017 People Stewardship: Human Resources**

Discuss critical human resource management issues, both employees and volunteers. Improve your awareness regarding best practices in performance management systems, personnel policies, and job designs. Strengthen your knowledge of legal, technical and practical issues, which are important for better controls, compliance, and growth.

### **January 25 – 26, 2018 Telling Your Story: Marketing/Communications**

Explore a systematic framework for preparing a thorough marketing and communication plan. Identify the most effective approaches to communication with your donors, volunteers, and the community. Understand how to best promote of your organization's mission.

### **March 15 – 16, 2018 Doing What's Required And Doing What's Right: Ethical/Legal Issues**

Explore key moral issues of, and managerial approaches to, promoting ethical conduct in the organization. Learn how to promote proper conduct, how to manage ethically and how to handle potential problems in enforcing standards. Learn how to build a culture that prevents ethical and compliance problems.

### **April 26 – 27, 2018 Where Have You Been and Where Are You Going: Wrap Up**

The Leadership Institute program is designed to increase executive directors' effectiveness and skills in understanding and managing today's nonprofit organizations. In this last session, students will review the principles and practices of running an organization that measures success through service. Students will review their personal leadership strengths and weaknesses and develop ways in which they will adapt to build a strong foundation for leadership based on what was learned in the Institute. Institute evaluation will be completed.



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### **Complete Schedule**

Thursday, May 4 and Friday May 5, 2017 8:00 AM-12:00 (Orientation & Personal Leadership)  
Thursday, June 15 and Friday June 16, 2017 8:00 AM-12:00 (Board/Organizational Leadership)  
Thursday, July 13 and Friday July 14, 2017 8:00 AM-12:00 (Finances/Financial Management)  
Thursday, September 21 and Friday September 22, 2017 8:00 AM-12:00 (Resourcing the Mission)  
Thursday, October 19 and Friday October 20, 2017 8:00 AM-12:00 (Operations)  
Thursday, December 7 and Friday December 8, 2017 8:00 AM-12:00 (Human Resources)  
Thursday, January 25 and Friday January 26, 2018 8:00 AM-12:00 (Marketing/Communications)  
Thursday, March 15 and Friday March 16, 2018 8:00 AM-12:00 (Ethical/Legal Issues)  
Thursday, April 26 and Friday April 27, 2018 8:00 AM-12:00 (Capstone Course & Wrap Up)