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**University of Scranton**

**-Kania School of Management-**

**Nonprofit Leadership Certificate Program Application**

The University of Scranton Nonprofit Leadership Certificate Program is designed to be a comprehensive, practitioner-focused program that tackles the pressing leadership challenges of high-potential nonprofit leaders throughout northeastern Pennsylvania. The program positions its participants to successfully address both 1) their own personal leadership goals and capacity, and 2) a key organizational goal/capstone project that will strengthen their nonprofit organization. See attached guide to brainstorm potential projects. Participants will benefit from working directly with their peers, receiving coaching by a seasoned nonprofit veteran, and leadership instruction from experienced University of Scranton faculty and community partners.

**Applicant Information:**

Name:

Title:

Organization:

Street Address:

City, State, Zip Code:

Phone #:

Email Address:

Please answer the following questions:

**SECTION 1. Organization & Professional Background**

1. What is your organization’s mission (1-2 sentences)?
2. How long have you been with this organization?
3. How long have you been in your *current* position?
4. What is your organization’s current staff size?
5. How many employees do you supervise/oversee?
6. What is your organization’s current annual operating budget?
7. Does your organization have a formal succession plan?
8. Please provide a succinct career goal that includes several options specific career paths within the nonprofit sector.

**SECTION 2. Program Participation and Goals**

1. What are the most important outcomes you are seeking in applying for this program? What does "success" in the Nonprofit Leadership Certificate Program look like to you? (100 words max).
2. What is one personal leadership goal you would like to tackle during this 9\_month program (i.e. What will be different about you for having completed this program)? (100 words max). Many personal goals will focus on new behaviors or practices that will encourage success.

Examples include:

* Further developing a key leadership skill (i.e. confidence, change management, public speaking/communication skills, problem solving, consensus building, motivating staff, managerial proficiencies, using a coach, reflection/journaling, etc.)
* Crafting a professional develop plan

1. Describe an organizational challenge/capstone project facing the organization over the next year that you could undertake as part of this program. (150 words maximum)

Please answer each of the following questions in 100 words or less for each question:

* 1. How does this challenge relate to the core mission or work of the organization?
  2. Describe how you see your role in the current situation--how you played a role in the current situation coming to be as well as the role you would need to play to successfully tackle this challenge?
  3. What are the risks inherent in taking on this challenge for your organization and your constituency?
  4. Whose engagement and support will you need to succeed?

Example projects include:

* *Launching a new program or service*
* *Re-evaluation of organizational mission and vision*
* *Conducting a formal evaluation of an existing program or service*
* *Formal market analysis/needs assessment of existing sector services/providers*
* *Nurturing a culture of Board Member Engagement and leadership*
* *Exploring social enterprises that correlate to your organizations mission*
* *Development of formal fundraising plan*
* *Rebranding of the organization (name, logo, website)*
* *Development of a strategic plan or launching a strategic planning process*
* *Improving internal organizational culture from reactive to proactive*
* *Improving organizational transparency via 990 Form and Guidestar*
* *Improving employee morale, retention and purpose*
* *Improving programmatic or organizational efficiencies*

**SECTION 3. Additional Documents**

Please send in the following documents with your application:

* A Resume or CV that includes your work experience, education, etc.
* A letter of reference from your organization (your supervisor, board chair, etc.)
* Statement of need for a scholarship. (100 words max) Scholarships will range be between $500 and $3,000. All applicants will be required to be pay a minimum of $500.

**PLEASE SUBMIT YOUR FULL APPLICATION BY FRIDAY, AUGUST 23RD TO:**

**Kurt Bauman and Jesse Ergott** – Co-Directors of the Nonprofit Leadership Certification Program at: [kbauman@nepa-alliance.org](mailto:kbauman@nepa-alliance.org) and [jergott@nwnepa.org](mailto:jergott@nwnepa.org) and CC: Laura Talerico at [laura.talerico@scranton.edu](mailto:laura.talerico@scranton.edu)

**NOTE**: Notifications on acceptance to the program will be made by **Friday, September 6th** and the first class will take place on **Monday, September 23rd.**

**QUESTIONS?** Contact Kurt Bauman (570-655-5581 / [kbauman@nepa-alliance.org](mailto:kbauman@nepa-alliance.org)) or Jesse Ergott (570-558-2490 / [jergott@nwnepa.org](mailto:jergott@nwnepa.org))