



Fall 2016

Workshops & Events

NONPROFIT LEADERSHIP SUMMIT

Breaking Molds, Cracking Ceilings

Evolving Nonprofit Leadership Now and in the Future

OCTOBER 13, 2016

Thursday, October 13, 2016 ~ Full day

Location: Best Place | Pabst Complex


Keynote: Ruth McCambridge, President and editor in chief, Nonprofit Quarterly

The times they are a-changing. And that's a good thing. As current nonprofit leaders prepare to hand the sector to the next generation, the opportunity for change is now.

- Join us for an interactive, day-long exploration of nonprofit leadership
- Celebrate and learn from our innovative and exciting excellence awards winners
- Hear new and disruptive ideas about future leadership and VOTE on ideas most likely to have a real impact
- Learn about national leadership trends from Ruth McCambridge, who will share her perspectives on our winners, and help us put current and future leadership trends in context

In partnership with IFF, University of Wisconsin – Milwaukee, University of Wisconsin-Parkside, and the Young Nonprofit Professionals Network.

Visit npcmilwaukee.org for more information and to register.

 Mail-in registration form on page 5 or register online at npcmilwaukee.org



Nonprofit Center of Milwaukee

Strengthening Nonprofits ~ Building Community

Nonprofit Center **Workshops** ▶▶▶ Reduced fees for NPC members



Nonprofit Center
MILWAUKEE

Registration & Workshop Locations

Visit npcmilwaukee.org for more event details and to register. **Please register three days in advance of the workshop or event.** Workshops are held at the Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., unless otherwise noted.

Finance & Accounting

MIP Users Group

Friday, October 21 ~ 10:00 a.m. - Noon

Discussion includes Cloud Based computing options, MIP Utility Belt, and resources to aid your accounting system: one report detailed payroll register, custom grants module, customer forms that access your database, credit card processing, and more.

Presenters: Anthony Harris, ALH Enterprise and Andy Holman, Partner, RitzHolman CPAs

FREE

Fund Development & Grants

Planners & Grant Writers Roundtables

Management Matters with Nonprofit Management Fund

Wednesday, September 21 ~ 11:30 a.m. - 1:30 p.m.

Location: American Red Cross, 2600 W. Wisconsin Avenue, Milwaukee

Capacity is essential to nonprofit success. Learn about the Nonprofit Management Fund; review the application process, eligibility guidelines, and the importance of organizational assessment reality checks. Hear from grantees who have used the fund; assess opportunities for your organization.

Presenters: B. Denise Patton, Fund Adviser, Nonprofit Management Fund and a panel of past and current Fund Grantees.

\$40 ▶▶▶ \$25 NPC members & CDBG
Includes light lunch.

Building Your Relationship Tool Kit

Wednesday, November 9 ~ 11:30 a.m.-1:30 p.m.

Location: Greater Milwaukee Foundation, 101 W. Pleasant Street, Suite 210, Milwaukee

In order to be successful as fundraisers, we need to know how to effectively build positive, professional relationships with a wide range of individuals. Learn how to recognize and manage some of the "challenging" behavior patterns you may meet.

Presenter: Prue Precourt, Ph.D., CFRE

\$40 ▶▶▶ \$25 NPC members & CDBG
Includes light lunch.

Roundtable Facilitators: Tracy Hrajnaha, Director of Partnerships & Community Engagement, Jody Rhodes, Executive Director, NeuLife Community Development, Michelle St. Clair, Grants Manager, Mount Mary University and Janice Wilberg, Ph. D, Wilberg Community Planning LLC

Before You Write Your First Grant

Wednesday, October 12 ~ 9:00-11:30 a.m.

Get off to a good start! Learn grant writing terms, distinguish between types of grant makers, and get tips on researching grant writing resources & potential funders. For those without previous grant writing and research experience.

Presenter: Sandra J. Christensen, Grant Writer and Adult Educator

\$65 ▶▶▶ \$35 NPC members and CDBG

Grant Writing Basics

Wednesday, November 2 ~ 9:00 a.m.-Noon

Good causes and good work don't guarantee funding. Learn the basics of grant research and proposal writing. Apply key elements to create proposals that will result in increased funding for your organization.

Presenter: Christel B. Wendelberger, Forward Communications

\$75 ▶▶▶ \$40 NPC members and CDBG

Trade Secrets: How Great Logic Models and Program Charts Boost Fundability

Wednesday, November 30 ~ 9:00-10:30 a.m.

Boost the fundability of grant proposals with logic model and program chart graphics. Identify essential content and alternative templates for clarity and impact. Learn how to work with a graphic designer to elevate basic designs to a more finished look.

Presenters: Janice Wilberg, Ph.D., Wilberg Community Planning, and Tyra Baumler, Tessera Design

\$40 ▶▶▶ \$25 NPC members and CDBG

Leadership & Management

Agency Executives Group

Tuesdays, 7:30-9:00 a.m.

September 13, October 11, November 8

New Location: NPC, 2819 W. Highland Blvd.

Exclusively for Executive Directors and CEOs, AEG is the forum for nonprofit executive professional development, support and networking. Presentations and roundtable discussions cover a range of topics 9 times a year. For more information, visit npcmilwaukee.org and visit the Agency Executives Group webpage.

Single sessions: \$15, Free for 2016 Series Registrants



Fall Sessions: Focus on Overhead Expenses

Tracking the realistic cost of doing business as a nonprofit, and having donors understand the need for those costs continues to be a critical topic of conversation across the nation, including Milwaukee. The Wisconsin Philanthropy Network (WPN) and the Helen Bader Institute for Nonprofit

Management (HBI) are partnering with NPC to foster a conversation between nonprofits and donors about overhead expenses.

The fall AEG series includes three sessions presented by HBI culminating with a joint breakfast event of grantees and donors in early 2017. Breakfast attendees are required to participate in at least 2 of the 3 sessions.

Laying the Groundwork

September 13

Overview of overhead, the historical perspective, Urban Institute study, and its impact on Guidestar, and other charity watchdogs.

Presenters: Fredrik O. Andersson and Dan Neely, Faculty, Helen Bader Institute for Nonprofit Management

Know Thyself

October 11

Review of nonprofit accounting perspectives on overhead -- how is it defined, how expenses are classified, etc. Participants will be asked to work on calculating their overhead costs.

Presenters: Fredrik O. Andersson and Dan Neely, Faculty, Helen Bader Institute for Nonprofit Management

Telling the Story

November 8

Discuss the implications of restricting funding for overhead. Participants will begin to frame their way of describing what is included in overhead, and why these are critical expenses to help meet the mission.

Meeting Magic!

Wednesday, December 7 ~ 9:00-10:30 a.m.

Basic meeting facilitation techniques will enliven your meetings, energize your colleagues, and generate tangible products. Learn facilitation strategies that will bring out the best in every participant and get important work done well and fast.

Presenter: Janice Wilberg, Ph.D., Wilberg Community Planning LLC

\$40 ▶▶▶ \$25 NPC members and CDBG

Human Resources & Supervision

Health Insurance Options to Consider for Your Employees

Tuesday, October 4 ~ Noon-1:30 p.m.

Learn about small group and individual health insurance options for your employees, including changes for 2017.

Presenters: Kerry Cook, Sales Manager, Meagan Enerson, Account Executive, and Jim Wood, Account Executive, Common Ground Healthcare Cooperative

\$15 ▶▶▶ Free NPC members & CDBG.
Includes lunch.

The Role of the Supervisor

Wednesday, October 19 ~ 9:00 a.m.-Noon

Effective supervision is one key to productive work teams and mission accomplishment. Learn the role/responsibilities of an effective front-line supervisor, discuss supervisor/subordinate relationships and communication, and learn the importance of motivating and supporting staff.

Presenter: Mary I. Voelker, Ph.D., SPHR, Consulting on Change

\$75 ▶▶▶ \$40 NPC members and CDBG

Nonprofit Startup

Nonprofit Startup Legal Issues and Documents

Wednesday, October 5~ 9:00 a.m. - Noon

Guides you in completing the necessary forms to become a 501(c)(3), including Articles of Incorporation, Employer ID Number (Form SS-4), and Application for Recognition of Exemption (Form 1023), as well as developing bylaws. The workshop, "Nonprofit Startup Overview" is a recommended prerequisite.

Presenter: Jacqueline Boynton, Attorney, Boynton Law Offices

\$70 ▶▶▶ \$55 NPC members

Nonprofit Startup Overview

Wednesday, November 9 ~ 3:00-5:00 p.m.

Assess your readiness to start a nonprofit, including experience, financial and other resources, mission and vision. Examine the importance of fiscal accountability, board development and fundraising. Review a "things to do" checklist.

Presenter: Joyce Mallory, Organization Development Consultant, Nonprofit Center of Milwaukee

\$45 ▶▶▶ \$30 NPC members

Volunteer Services

The Volunteer Management Essentials Series

This indispensable series is designed for new volunteer managers and those wanting a review of the principles and strategies to recruit and manage volunteers. Plan to attend one session – or all three. This series will not be offered again until 2018.

Part 1: Build a Structure for Success

Thursday, October 20 ~ 9:00 a.m.-Noon

Begin with a good foundation that includes management support, well-defined positions, and the forms and process to make it all work. Once you have the basics, learn how to make adjustments to meet your organization's needs.

\$75 ▶▶▶ \$40 NPC members and CDBG

Part 2: Attract Volunteers

Thursday, November 3 ~ 9:00 a.m.-Noon

Volunteers can select from thousands of opportunities, how will yours stand out? The volunteer role, your message and the method used are all important factors. We will work on actual recruitment needs, bring yours along!

\$75 ▶▶▶ \$40 NPC members and CDBG

Part 3: Retain, Recognize and Build Relationships

Thursday, November 17 ~ 9:00 a.m.-Noon

Volunteers may come to your organization for one reason, but stay for another. Building on recent research, we examine retention and end with a look at impact and evaluation.

\$75 ▶▶▶ \$40 NPC members and CDBG

Presenter: Bonnie Andrews, Volunteer Milwaukee Manager, Nonprofit Center of Milwaukee.

Single sessions: \$75 ▶▶▶ \$40 NPC members and CDBG

Series: \$195 ▶▶▶ \$105 NPC members and CDBG



Boys & Men of Color

Offered at a significantly reduced price thanks to a grant from the Greater Milwaukee Foundation

Adelante (Forward): Increasing Opportunity and Success for Milwaukee's Latino Males

Wednesday, September 28

9:00 a.m. - 4:00 p.m.

8:30 a.m. Registration, Continental Breakfast, Connect with Colleagues

9:00 a.m. Workshop

Location provided by Champion member UMOS: 2701 S. Chase Avenue, Milwaukee, 53207

The Latino community is the largest, youngest, and fastest growing population in the United States and Wisconsin, increasing by more than 50,000 in Milwaukee County alone since 2000. Latinos are a growing part of the fabric of our community; increasing opportunity and success for this population will benefit everyone. Join us to learn more about the Latino population, and ways to engage the Latino community effectively, with a special focus on serving and supporting Latino boys and young men.

Presenters:

Marco A. Davis, Partner, New Profit, and former Deputy Director of the White House Initiative on Educational Excellence for Hispanics

José D. Saavedra, Program Coordinator and Liaison, Latino Education Institute, Worcester State University

Local Leaders Panel: An inter-generational dialogue will focus on vital information for serving Latino males including discussion of needs, best practices and a call to action for organizations to look critically at how they are currently serving this population.

Moderator: David Muhammad, Violence Prevention and Reduction Manager, Office of Violence Prevention – City of Milwaukee Health Department

Panelists Include:

- Dr. Enrique Figueroa, Roberto Hernandez Center
- Eric Kleppe-Montenegro, Freespace / PODER
- Joe Villmow, Founder & President, EmpowerMe Foundation

Workshop Registration (includes lunch):

First registrant: \$70 ▶▶▶ \$35 NPC members and CDBG

Second registrant from same organization: \$45 ▶▶▶ \$22.50 NPC members and CDBG

Dignity Capacity Building Intensive Series

Thursdays, 8:00-10:00 a.m. November 3, November 17, December 1, December 15

Location: To be announced

This 8 hour intensive training coaches nonprofit leaders through a process to look at dignity within their organizations, gain an understanding about how dignity relates to their work to address equity in their communities, and to implement a strategy for improving capacity to do their work with dignity.

Be Present: Understanding Our Organization's Social and Political Space

November 3

Participants will identify a set of issues that shape the context for their organization's success.

Develop Shared Language: Introduction to Dignity Concepts

November 17

Participants will learn about dignity as a network of concepts that relate to a person's sense of worth among the worthiness of others.

Conduct a Dignity Audit: Review of Policies, Programs, and Activities

December 1

Participants will look critically at the day to day functions and activities of their organization to identify ways in which dignity may be affirmed or denied by clients or program participants.

Center Everyone's Reflective Capacity: Introduction to a Process of Reflective Inquiry

December 15

Participants will review respective racial equity issues in relation to dignity and organizational practices through reflective inquiry. Learning will be applied to institute a dignity-based strategy to improve the organization's work to address racial equity.

Instructor: Monique I. Liston, MPA is a Ph.D. candidate, School of Education, University of Wisconsin - Milwaukee.

Series Registration:

\$140 ▶▶▶ \$95 NPC members and CDBG

OUR MISSION: The Nonprofit Center of Milwaukee promotes the interests and effectiveness of the nonprofit sector through strengthening organizational capacity, expanding volunteerism and encouraging collaboration.



Mail-in registration form on page 5 or register online at npcmilwaukee.org



SPECIAL FUND DEVELOPMENT SERIES

Fund Development Certificate Program

Starts September 15, 2016

Build a deep capacity for fundraising at your nonprofit with this interactive program that takes a practical approach to learning. Earn the Fund Development Certificate by taking all required modules (*) plus three electives – or take just the modules you need. Certified Fundraising Executive (CFRE)–approved, aligned with competencies required for CFRE exam.

MODULE 1: Foundations for Success in Fundraising

Thursday, September 15 ~ 8:30 a.m.–2:30 p.m.

Comprehensive overview of the fund development profession and what it takes to be successful.

MODULE 2*: BOOTCAMP Telling Your Story and Making the Ask: Developing the Case for Support

Thursday, October 6 ~ 8:30 a.m. Noon & Friday October 7 ~ 8:30 a.m.–2:30 p.m.

Put your lessons into practice by creating and telling the story and role playing with real donors and philanthropists.

MODULE 3*: Creating A Sizzling, Executable Fund Development Plan

Friday, November 18 ~ 8:30 a.m.–2:30 p.m.

Learn how to make a plan that is appropriate, how to effectively communicate it to your staff and key volunteers, and test and evaluate progress.

MODULE 4: Information is Power

Thursday, December 8 ~ 8:30 a.m.–2:30 p.m.

Propel your larger gift efforts by focusing your attention on the data you collect and maintain.

MODULE 5*: BOOTCAMP Building a Culture of Philanthropy + The Secrets of Stewardship

Thursday, January 12 and Friday January 13 ~ 8:30 a.m.–2:30 p.m.

Increase donor retention using qualitative and quantitative strategies to build strong donor stewardship practices to maintain positive and long-lasting relationships.

MODULE 6: Development Ethics, Policies and More

Thursday, February 16 ~ 8:30 a.m.–2:30 p.m.

Take a deep dive into the ethical considerations, standards, and policies which drive the fundraising profession. Bring your current policies and compare them to templates provided.

MODULE 7: Innovations, Trends and the Future in Philanthropy

Thursday, March 16 ~ 8:30 a.m.–2:30 p.m.

Discuss what's new, what's old and new again, trends in giving, changing attitudes, and what may drive the future of philanthropy.

MODULE 8: Advanced Proposal Writing

Thursday, April 27 ~ 8:30 a.m.–2:30 p.m.

Learn how to work effectively with foundations, corporations and other grant-making organizations, addressing their needs and interests while staying true to your mission.

Visit npcmilwaukee.org for detailed course descriptions and instructor bios.

Series: \$1,349

Bootcamps: \$310

Individual Sessions: \$205

 Mail-in registration form on page 5 or register online at npcmilwaukee.org

Thank you for supporting the Nonprofit Center!



Trainings in Waukesha & Ozaukee Counties

WAUKESHA COUNTY

Capacity Building Sampler

Wednesday, October 26

In Partnership with Thriving Waukesha County

Join us for an evening of networking and sample workshops and leaders circles available for future offerings in Waukesha County.

For more information, contact Terri Phillips at Thriving Waukesha County, twcapm@gmail.com or visit unitedwaygmc.org/TWCA.

OZAUKEE COUNTY

In partnership with Family Enrichment Center and Volunteer Center of Ozaukee County

Roles and Responsibilities of Effective Boards

Tuesday, November 8 ~ 4:30-6:30 p.m.

Define nonprofit governance and the purpose of boards of directors. Learn about leadership, oversight, and support provided by the board. Review the roles and responsibilities of the board as a group, and of each director.

For more information, contact Volunteer Center of Ozaukee County, vc@volunteerozaukee.org or visit volunteerozaukee.org.

Nonprofit Center Registration

Please print clearly. Use a separate form for each participant and/or event.
Mail this form or register online, click Training, then Workshop Calendar at npcmilwaukee.org.

Organization: _____

Street Address: _____

City, State, Zip Code: _____

Participant Name: _____

Position: _____

E-mail Address: _____

Area Code & Phone Number: _____

Workshop Date & Title: _____

Fee (this workshop): \$ _____ Total Fees (multiple registration forms enclosed): \$ _____

Billing Contact (if different from above): _____

Billing Contact Email: _____

Method of Payment: Check Enclosed Charge to Mastercard/Visa/Discover Voucher/Credit

Credit Card Number: _____

Expiration Date _____ Customer Security Code (on back of card): _____

Name and/or Organization Name on Card: _____

Billing Street Address: _____

City, State, Zip Code: _____

NPC Orientation

Wednesday, November 16 ~ 9:00-10:30 a.m.

Whether you are already a member or thinking about joining the Nonprofit Center, the NPC Orientation is a great opportunity to get to know us and get full value from your membership. Learn about NPC's mission, services and benefits, and ask your questions.

Facilitators: Margaret Thom, Membership Manager and Susanne Vella, Training Coordinator, Nonprofit Center of Milwaukee

Free

Coming Winter 2017

Bookkeeping for Nonprofits Series

Wednesdays ~ 8:30-10:30 a.m.

January 11, January 18, January 25,
February 1, February 8

Includes online components and classroom instruction.

This blended learning course, using Moodle, covers concepts and practice in major aspects of nonprofit bookkeeping. QuickBooks is used to illustrate processes and procedures. Designed for nonprofit staff responsible for bookkeeping entry and other bookkeeping activities that have not had formal nonprofit bookkeeping training.

Prerequisite: Some bookkeeping experience in the nonprofit setting. Certificate of Completion requirements: Classroom attendance, homework assignments, practice, online presence, and successful completion of final exam. Textbook included.

Instructor: Andrew C. Holman, Partner, RitzHolman CPAs

\$335 ▶▶▶ \$225 Nonprofit Center members and CDBG

Sponsored by RitzHolman CPAs

Payment & Registration Information

- Registration and full payment are required prior to attending a workshop. Participants are not registered until payment is received.
- Registration and payment should be made at least 3 days prior to the workshop.
- Registration and payment may be made online or via phone or regular mail using credit card, check, cash or voucher. Do not mail cash.
- If paying by credit card, register at npcmilwaukee.org (click Training, then Workshop Calendar), or mail this form.
- If paying by check, please fill out this form and mail with your check payable to: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., Milwaukee WI 53208
- If paying with a voucher, include the original voucher or write the voucher number on the registration form.
- If registering and paying by phone, please have your credit card information available.
- Preregistered participants will receive an email one week prior to the workshop confirming registration.
- Registration and payment may be accepted at the door on the day of a workshop if you contact the Nonprofit Center in advance to confirm that the workshop is being held and space is available. Bring payment and completed registration form with you.

Cancellations, Refunds, Credits & Transfers

- Inclement weather: NPC workshops will be cancelled when the Milwaukee Public Schools are closed for inclement weather as announced by local news sources.
- If you cannot attend a workshop that you have registered for, cancellation deadline is 3 business days prior to the workshop. You may choose a refund or apply the amount paid to a future workshop. Cancellations made after the deadline are non-refundable.
- Refunds or credits will be offered for workshops cancelled by the Nonprofit Center.
- Paid workshop registrations may be transferred to another person within the same organization upon request.



Mail to Nonprofit Center of Milwaukee
2819 W. Highland Blvd., Milwaukee WI 53208

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info@npcmilwaukee.org