Executive Director Huddles
Thursday, June 13 and Thursday, July 11 from noon - 1 p.m.
Break down the isolation barrier! This affinity group brings nonprofit CEOs and EDs together for a brown bag lunch to share experiences, challenges and solutions as we deepen our connections and build a community of support. Bring your own lunch.

Instructor: Wendy Burtner-Owens, Steeltown Entertainment Project
Fee: Free, but R.S.V.P. is required

Board Committees: Divide & Conquer
Friday, June 14 from 9 - 11 a.m.
Nonprofit committees engage their board members in specialized governance issues, but many will admit their committees are outdated or less active than desired. We'll look at current committee structures and meeting best-practices, and explore interactive tools to plan, activate, and bring out the best in your board.

Instructor: Evie Gardner, Bayer Center
Fee: $40

Leadership and Management: Riding the See-Saw
Tuesday, June 25 from 9 a.m. - noon
Many sources distinguish between leadership and management skills, but what does it take to cultivate and empower “a leader in every chair?” Learn and practice techniques that will help you, and the others in your organization be managers with vision and visionaries who are in touch with the ground.

Instructor: Susan Loucks, Bayer Center
Fee: $65

Excel Day: Introduction to Excel
Thursday, June 27 from 9 a.m. – noon
Learn Excel basics in the morning session including worksheet creation, formula creation, cell formatting using “mouse pointers,” absolute cell references, and printing your worksheet.

Excel Day: Intermediate Excel
Thursday, June 27 from 1 – 4 p.m.
Learn more about Excel in the afternoon including worksheet templates creation and use, using functions, creating links between worksheets, database features, and chart creation and formatting.

Instructor: Sarah Thurston, Allegheny Department of Human Services
Fee: $65 each or $115 for both classes

Understanding and Avoiding Liability Risks with New HR Policies
Tuesday, July 9 from 1 - 4 p.m.
Recently, there have been significant changes in workplace policies. Employers have implemented progressive policies (working from home, social media, parental leave) and have revisited traditional policies in light of legal and societal changes such as sexual harassment policies (#metoo movement) and drug and alcohol policies (PA’s Medical Marijuana Act). We’ll explore the potential liability associated with those and other common workplace policies, with an aim towards minimizing risk.

Instructor: Jeremy Farrell, Tucker Arensberg
Fee: $65

Critical Strategies for Fundraising Success
Tuesday, July 30 from 9 a.m. - noon
This interactive, intensive class will explore four mainstays of successful fundraising: leadership, systems, case, and donors. You will learn how to develop a fundraising board, manage top donors and identify ones, prepare a poignant one-page case for support, and build relationships. Along with step-by-step instruction for implementing each strategy, you’ll get tips, tricks and templates that can be used each year to set up your fundraising program for success.

Instructor: Emma Gilmore Kieran, Pilot Peak Consulting
Fee: $65

All classes will be held at The Bayer Center for Nonprofit Management at 339 Sixth Ave Suite 750, Pittsburgh, 15222

Register at rmu.edu/bcnmregistration
Proposal Writing Boot Camp
**Monday, July 15 - Wednesday, July 17**

This project-based immersion course focuses on the essential knowledge and skills fundraisers need to develop effective foundation proposals. You will become familiar with the key components of a competitive grant proposal and learn best practices for developing a well-organized budget and a targeted list of foundation funding prospects. You’ll be encouraged to approach your proposal from the funder’s perspective and to think critically about what makes a compelling pitch.

To accommodate diverse learning styles the program includes individual writing time, small group discussions and activities, peer review, and lectures. Qualifies for 18 CFRE points.

Proposal Writing Boot Camp is presented by Grantspace and hosted by The Bayer Center for Nonprofit Management. The cost is $695. To register or to learn more, including a day-to-day break-down of the course, course prep and outcomes, please visit the event page. Questions? Email training@candid.org.

Boards!Work! Board Member Training
**Tuesday, September 10 from 8:30 a.m. - 4:30 p.m.**

Whether you’re a seasoned board member or looking for your first board experience, you’ll learn effective governance that will prepare you to be matched with a local nonprofit or enhance your current board service. In this full-day session, we’ll cover the full gamut of nonprofit governance including boardsmanship, fundraising, financial oversight, planning and technology.

**Instructors:** Peggy Outon and Evie Gardner, Bayer Center
**Fee:** $500 with matching services or $400 without matching

Get on the bus!

Click here to register for classes online.

One-On-One Clinics: Customized help available year-round, by appointment for $65 per hour

- **Board Basics** - This deep dive will use a board assessment tool to put your board on a path to success. (2-hour minimum)
- **Bylaws** - Bylaws direct the board and the organization. We’ll review yours and suggest any improvements. (2-hour minimum)
- **Employee Handbook** - We’ll review your handbook and look for sections that are missing or need revisions. (2-hour minimum)
- **Human Resources** - HR policies need to be fair and compliant. Make sure yours are both.
- **Governance** - Bring your most burning governance questions, ask someone with seasoned experience, and leave with next steps.
- **Marketing** - We’ll take a look at your current marketing strategy and give you advice about where you should focus your energy.
- **Nonprofit Start-up** - Considering a nonprofit? We’ll guide you through options and decision-making process. (2-hour minimum)
- **Pinpoint Planning** - Use a tailored approach that provides quick analysis of finance, fundraising, HR, governance and technology.
- **Preparing for an Audit** - We’ll help you walk through the audit process, and gather documentation before the auditors arrive.

Register for clinics online!