GRADUATE CERTIFICATE IN FUNDRAISING MANAGEMENT

• HIGHER EDUCATION
• HEALTH CARE
• FAITH-BASED ORGANIZATIONS

• SOCIAL SERVICES
• INDEPENDENT SCHOOLS
• PERFORMING AND VISUAL ARTS

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Many nonprofit organizations today face challenging financial circumstances. Reduced government and foundation support, increased competition among nonprofits and the private sector, and general economic uncertainty have all played a role in creating an environment of financial instability. As the number of nonprofits grows, and the market drives organizations to be self-sustaining and accountable, fundraising has emerged as a strategic institutional need. To help address this reality, the Arts Administration program at Boston University is pleased to offer the Graduate Certificate in Fundraising Management.

Designed and delivered by the expert faculty of Boston University’s Arts Administration program, the Graduate Certificate in Fundraising Management provides administrative, financial, technical, and leadership skills for those seeking careers as professional fundraisers and for nonprofit managers who wish to substantially enhance their skills in fundraising. The certificate is also appropriate for professionals considering a career change and those already in the arts, health care, education, faith-based, and human services fields.

ABOUT THE PROGRAM

The Graduate Certificate in Fundraising Management consists of four courses offered within Boston University’s Metropolitan College. Classes take place in the evening, allowing students to earn this valuable credential while continuing to work full time. Certificate students have access to all the resources of the Arts Administration program and the University, including internship and job placement services, and an extensive network of visual and performing arts organizations that have recently employed BU graduates.

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ACADEMIC AND APPLICATION INFORMATION

The Graduate Certificate in Fundraising Management requires the completion of four graduate-level courses with a minimum cumulative grade point average of 3.0. No grade lower than a B- may be applied to the certificate. Certificate students take classes with students who are in the Master of Science in Arts Administration program.

The certificate is open to qualified applicants who have earned a bachelor’s degree from a fully accredited college or university in the United States or abroad. All candidates for admission are selected on the basis of undergraduate transcripts, academic and personal references, and related work experience. We are particularly interested in those applicants who have two or more years of work experience after earning their undergraduate degrees.

Standard admission tests, such as the GRE, are not required, but students may report scores if they so choose. International applicants are required to submit TOEFL iBT scores. The TOEFL iBT format provides four distinct sections and reports a separate score for each (writing, speaking, listening, and reading). The minimum TOEFL iBT scores required for admission to Metropolitan College graduate programs are: Writing: 22; Speaking: 23; Listening: 18; and Reading: 21. (Inst. Code: 3040, Dept. Code: 99)

Students with an interest in the arts are eligible to apply for admission to the MS in Arts Administration program. If accepted, Financial Management for Nonprofits (MET AR 750) will be applied to the degree. For more information regarding this option, please contact the Arts Administration office.

CURRICULUM

Four required courses (four credits each):

- Raising Funds and Grant Writing for Nonprofit Organizations (MET AR 550)
- Capital Campaigns (MET AR 711)
- Individual Fundraising (MET AR 723)
- Financial Management for Nonprofits (MET AR 750)

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RAISING FUNDS AND GRANT WRITING FOR NONPROFIT ORGANIZATIONS (MET AR 550) Fall
An introductory course that examines ways to raise funds from government, foundation, corporate, and individual sources. The following topics will be addressed through lectures and case analysis: the history of philanthropy, the planning and research process, proposal and grant preparation, program evaluation, and the role of the board and staff in developing effective fundraising strategies. (Orlinoff)
Offered: Fall semester

FINANCIAL MANAGEMENT FOR NONPROFITS (MET AR 750) Fall and Spring
Analyzes issues of accounting, finance, and economics in the context of the not-for-profit organization. Stresses understanding financial statements, budget planning and control, cash flow analysis, and long term planning. (Maloney)
Offered: Fall, Spring semesters

CAPITAL CAMPAIGNS (MET AR 711) Summer
This course is designed to broaden the student's understanding of capital campaign fundraising. Topics include: feasibility studies; strategic planning and budgeting; private and public phases; ethical responsibilities; staff, donor, volunteer, board, and trustee management; major gift solicitation; campaign communications; trend analysis; and evaluation. The course will include readings, case studies, guest speakers, and analysis of current capital campaign projects. (Doorley)
Offered: Summer Term

INDIVIDUAL FUNDRAISING (MET AR 723) Spring
This course will address the full range of issues related to attracting financial support from individuals. Topics will include: raising dollars annually for operations, raising funds through special events, cultivating and soliciting major gifts, and the basics of bequests and estate planning as well as ethical issues and working effectively with donors and volunteers. Coursework will include readings, case studies, and guest speakers. (Karabatos)
Offered: Spring semester

DAVID ORLINOFF (financial Management)
Mr. Orlinoff is the founder and principal of Concord Financial Organization, which supports the nonprofit community through interim financial management and project-based consulting. He served as CFO of Boston Ballet and has had numerous other engagements in human services, education and research, arts and culture, and international development. Through the Business on Board program of the Arts & Business Council, Orlinoff trains prospective board members of arts organizations. He has also trained staff and board members of foundations and other funders through Associated Grant Makers and the Association of Small Foundations. Orlinoff is a former board chair of a grant-making foundation and currently serves as the president of Third Sector New England and as an audit committee member of the United Way of Greater Boston and Merrimack Valley.
MS, Bentley College
MBA, Harvard Business School
BA, University of California at Los Angeles

RICHARD MALONEY (Fundraising and Grant Writing for Nonprofit Organizations)
Dr. Maloney is the assistant director of the Arts Administration graduate degree program and faculty coordinator for the graduate certificate program in Fundraising Management. He performs on lute with a variety of Boston-area early music ensembles and has worked as an arts administrator with the Boston Early Music Festival, The Boston Camerata, and the New England Conservatory of Music.

PhD, Northeastern University
MS, Boston University
Graduate Diploma, Longy School of Music
BM, Berklee College of Music
BA, Bates College

617-353-4064
fr@bu.edu
bu.edu/met/fundraising

Artists: Sergio Castillo
Title: Free At Last
Medium: Granite and Metal
In honor of:
Dr. Martin Luther King Jr.
GRS '55

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RAISING FUNDS AND GRANT WRITING (MET AR 550) Fall
An introductory course that examines ways to raise funds from government, foundation, corporate, and individual sources. The following topics will be addressed through lectures and case analysis: the history of philanthropy, the planning and research process, proposal and grant preparation, program evaluation, and the role of the board and staff in developing effective fundraising strategies. (Maloney)
Offered: Fall semester

FINANCIAL MANAGEMENT FOR NONPROFITS (MET AR 750) Fall and Spring
Analyzes issues of accounting, finance, and economics in the context of the not-for-profit organization. Stresses understanding financial statements, budget planning and control, cash flow analysis, and long term planning. (Orlinoff)
Offered: Fall, Spring semesters

RAISING FUNDS AND GRANT WRITING FOR NONPROFIT ORGANIZATIONS (MET AR 750) Fall and Spring
This course is designed to broaden the student’s understanding of capital campaign fundraising. Topics include: feasibility studies; strategic planning and budgeting; private and public phases; ethical responsibilities; staff, donor, volunteer, board, and trust officer management; major gift solicitation; campaign communications; trend analysis; and evaluation. The course will include readings, case studies, guest speakers, and analysis of current capital campaign projects. (Doorley)
Offered: Summer Term

INDIVIDUAL FUNDRAISING (MET AR 723) Spring
This course is designed to broaden the student’s understanding of capital campaign fundraising. Topics include: feasibility studies; strategic planning and budgeting; private and public phases; ethical responsibilities; staff, donor, volunteer, board, and trust officer management; major gift solicitation; campaign communications; trend analysis; and evaluation. The course will include readings, case studies, guest speakers, and analysis of current capital campaign projects. (Doorley)
Offered: Spring semester

FACULTY

LEWIS KARABATOSOS (Individual Fundraising)
Mr. Karabatosos is executive vice president of client relations for CreateHope, a company based in Washington, D.C., that provides web-based solutions for workplace-giving and employee-engagement programs. The former vice president of corporate philanthropy at Monster Worldwide, Inc., Karabatosos has also served as director of global philanthropy for Hewlett-Packard, where he restructured the U.S. Employee Giving Program to provide greater flexibility to employees, resulting in a 62 percent increase in total donations; developed and launched HP’s first global employee giving program; and created and implemented senior-level governance guidelines. As director of the Lowell (Mass.) Museum, a community-based, nonprofit cultural organization, he focused on textile, women’s, and immigration history. He is the past chair of the Global Advisory Board, Center for Corporate Citizenship at Boston College; past chair of the Conference Board’s Community and Public Issues Council; past member of United Way of America’s National Corporate Leaders Council; and a past member of the boards of City Year Boston, the Massachusetts Children’s Trust Fund, and the Overseers of the Boston Museum of Science. Karabatosos serves as a trustee of the Lowell Cemetery, president of the Hellenic Culture and Heritage Society, and treasurer of the Lowell (Mass.) Historical Society.
MS, Boston University
BA, University of Massachusetts

DAVID ORLINOFF (Financial Management)
Mr. Orlinoff is the founder and principal of Concord Financial Organization, which supports the nonprofit community through interim financial management and project-based consulting. He served as CFO of Boston Ballet and has had numerous other engagements in human services, education and research, arts and culture, and international development. Through the Business on Board program of the Arts & Business Council, Orlinoff trains prospective board members of arts organizations. He has also trained staff and board members of foundations, and other funders through Associated Grant Makers and the Association of Small Foundations. Orlinoff is a former board chair of a grant-making foundation and currently serves as the president of Third Sector New England and as an audit committee member of the United Way of Greater Boston and Merrimack Valley.
MS, Bentley College
MBA, Harvard Business School
BA, University of California at Los Angeles

MARY DOORLEY, ACFRE (Capital Campaigns)
Ms. Doorley has been a capital campaign consultant for more than 20 years. She has planned and directed dozens of feasibility studies and major gift campaigns for social service, arts, educational, and health care organizations. Doorley began her career with the consulting firm of Ketchum, Inc. In 1995, she established Doorley and Associates, an independent consulting practice serving New England. In 2009, she was awarded the highest professional certification of the Association of Fundraising Professionals (AFP), the Advanced Certified Fundraising Executive (ACFRE). The ACFRE program is the most rigorous certification process available to professional fundraisers.
MA, Regis College
BA, Catholic University of America

RICHARD MALONEY (Fundraising and Grant Writing for Nonprofit Organizations)
Dr. Maloney is the assistant director of the Arts Administration graduate degree program and faculty coordinator for the graduate certificate program in Fundraising Management. He performs on lute with a variety of Boston-area early music ensembles and has worked as an arts administrator with the Boston Early Music Festival, The Boston Camera, and the New England Conservatory of Music.
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