BAYER CENTER FOR NONPROFIT MANAGEMENT AT ROBERT MORRIS UNIVERSITY

PEOPLE CAN SAVE THE WORLD BY THE WAY THEY THINK AND BY THE WAY THEY BEHAVE AND WHAT THEY HOLD TO BE IMPORTANT. ♫

CYNDI LAUPER

SPRING 2025 CLASSES

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BAYER CENTER FOR NONPROFIT MANAGEMENT

6001 UNIVERSITY BOULEVARD
MOON TOWNSHIP, PA 15108

RMU.EDU/BCNM

At the **Bayer Center for Nonprofit Management** at Robert Morris University's Rockwell School of Business, we build stronger communities by helping to build stronger, more knowledgeable nonprofits. We incorporate collaboration, patience, and decades of knowledge and past successes into our educational programming, consulting engagements, and research initiatives designed for the dedicated folks who work to bring justice, opportunity, and hope to our region.

Since 1999, The Bayer Center has worked with, educated, and collaborated with a myriad of nonprofits ranging from grassroots start-ups to large-scale, long-tenured organizations. No matter what size, stage or mission, The Bayer Center works with you to provide effective and practical management and governance tools, information, education and research that strengthen nonprofit missions and multiply all investments of time, talent and money in regional nonprofit organizations.

Nonprofits can get connected by contacting the Bayer Center at **bcnm@rmu.edu** or **412-397-6000**.

Nonprofits build strong **communities.**
We build strong **nonprofits.**

MESSAGE FROM THE BAYER CENTER
ASSOCIATE DIRECTOR

As a proud member of Generation X, the 1980s were my playground. When I think about who I was during those years, I can remember a few truths that really stuck with me:

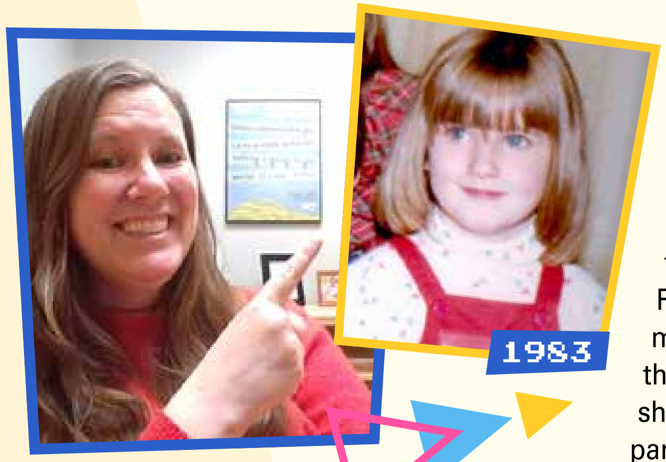
1. Having both an older sister and a younger sister, middle kid positioning was THE WORST.
2. Zucchini was the grossest food to ever exist.
3. I desperately wanted to save the world like Wonder Woman.

Decades later, two of those three truths would remain true (give me all the summer squashes!) but I didn't know that #3 would be such a fierce, guiding force through my entire life.

While I don't have Wonder Woman's lasso of truth, invisible jet or cool deflection bracelets, I do have a different perspective on what it takes to save the world. None of us can do it alone, but we can start with the simple, succinct methodology that Cyndi Lauper gives us in this year's class catalog quote, "People can save the world by the way they think and by the way they behave and what they hold to be important."

As we begin a new year of saving the world, I urge you all to take a breath, and consider the way you think, behave, and what you hold to be important. As you continue to do the big work let us know if there's anything we can do to help you along the way. And don't forget to be excellent to each other!

Carrie Richards, Associate Director, Bayer Center for Nonprofit Management



Carrie Richards is Associate Director at the Bayer Center for Nonprofit Management at Robert Morris University. A nonprofit professional who specializes in capacity building, community development, and program management, Carrie is a strong believer in the power of social capital, and loves to match the talents and passions of individuals to opportunities that will strengthen their communities. Carrie is an RMU alumna with master's degrees in nonprofit management and human resources, and serves on the national board of ESC-US. A proud Northsider, she and her husband Bradly love exploring national parks and visiting Disney World as often as possible.

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BoardsWork! trains go-getters with a passion for service all about nonprofit governance. They embark on a full day of hands-on learning that prepares them to be the best board members for your organization. Then, we match these awesome folks with boards, just like yours!

Your organization's board powers up through a board assessment and customized governance retreat. So, when your new board member joins, you will be supercharged to tackle your goals and the communities you serve.

Your board gets strong. Your new board members become total rockstars—social leaders and fierce advocates for your cause. Totally rad, right?

Marissa Vogel Co-founder and Director of ***Open Up***, was recently matched with a new board member from BNY Mellon. She said, "We're incredibly grateful for the opportunity to work with Julie through ***BoardsWork!*** Her expertise has significantly elevated our board's performance and opened doors to valuable professional networks. By fostering stronger corporate-nonprofit partnerships, Julie's guidance has positioned us for long-term success through increased access to influential networks and a deeper understanding of corporate-nonprofit alignment."

Reach out today for information about how you can get involved with the *BoardsWork!* program. Nonprofits can get connected by contacting ccce@rmu.edu.

BoardsWork! Mixed Cohort Board Member Training

Thursday, March 20 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 nonprofit 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. We'll emphasize the importance of equipping you with strategies and tools to build a board that reflects the communities you serve.

Instructor: Jaime Simmons, Covestro Center for Community Engagement

Fee: $600 ($400 without matching) and includes lunch

Location: Robert Morris University

Greetings from the Covestro Center for Community Engagement at Robert Morris University

We are excited to kick off 2025 at the Covestro Center for Community Engagement! This year, we look forward to partnering with even more nonprofits and community-minded organizations to create a positive impact in our community. ***BoardsWork!*** and **SkillShare** have relaunched and we can't wait to collaborate on projects that make a difference. Whether we are matching nonprofits with volunteers to sit on boards or help them with high-skilled projects, we are committed to supporting the valuable work of nonprofits and fostering meaningful connections with the for-profit community. Stay tuned for updates on upcoming opportunities to get involved. Together, we can achieve great things in 2025 and beyond!

Jaime Simmons, Associate Director, Covestro Center for Community Engagement

COVESTRO CENTER FOR COMMUNITY ENGAGEMENT

6001 UNIVERSITY BOULEVARD
MOON TOWNSHIP, PA 15108

RMU.EDU/COVESTRO

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CLASSES BY DATE

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SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	**9**	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	**28**	29	30	31	

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	**4**	**5**	**6**	7	8
9	10	11	**12**	**13**	14	15
16	17	**18**	**19**	**20**	**21**	22
23	**24**	**25**	**26**	**27**	28	

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
2	3	**4**	**5**	**6**	**7**	1/8
9	10	**11**	**12**	**13**	14	15
16	17	**18**	**19**	**20**	21	22
23	24	**25**	**26**	**27**	28	29
30	31					

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
		1	**2**	**3**	4	5
6	7	**8**	**9**	**10**	11	12
13	14	15	16	17	18	19
20	21	**22**	**23**	**24**	25	26
27	28	**29**	**30**			

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
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JANUARY

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- **28** Creating Accessible Social Media

FEBRUARY

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- **6** Amplifying Corporate Volunteerism
- **12** Nonprofits & Major Gifts: Keys to Success
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- **25** Demystifying Nonprofit Financial Statements: A Comprehensive Guide
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- **27** Project Management Essentials

MARCH

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- **5** Managing Yourself, Managing Others: A Deeper Dive
- **6** AI Essentials for Nonprofits: ChatGPT Strategies for Fundraising and Communications Success
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- **11** You're Not the Boss of Me! Better Leading Through Coaching
- **12** Knowing Your "Why": Relating Your Values to Your Leadership and Management Styles
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- **20** *BoardsWork!* Mixed Cohort Board Member Training
- **20** Whose Job Is It, Anyway?
- **25** Policy Power-Up: Dynamic Strategies for Community-Engaged Advocacy
- **26** Small Events, Big Impact: Organizing Realistic and Profitable Fundraisers
- **27** From Zero to Strategy: Nonprofit Tech Planning Essentials

APRIL

- **1** Building Organizational Culture
- **2** Boardsmanship Brush Up: Building Better Boards
- **3** Let's Get SOCIAL: Impact, Stories, and Success
- **8** Strategic Planning for Smaller Nonprofits
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- **10** Executive Director Huddle
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- **23** Cross-Pollination: Blending Best Practices to Launch and Strengthen a Planned Giving Program
- **24** From Vision to Action: Executing Your Strategic Plan
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CLASSES BY CATEGORY

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FINANCE

FUNDRAISING

GOVERNANCE

HUMAN RESOURCES

LEADERSHIP DEVELOPMENT

MARKETING

TECHNOLOGY

Register and pay for classes online at **rmu.edu/bcnmregistration.**

All classes are online via Zoom unless otherwise noted.

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Our nonprofit management classes offer a strategic approach to decision making that accounts for human need and organizational sustainability. Learn new skills and techniques through expert instruction and peer learning that you can use to hit the ground running.

RMU ROBERT MORRIS

BAYER CENTER FOR NONPROFIT MANAGEMENT

RMU.EDU/BCNM

SPRING 2025 CLASSES

Executive Director Huddle

Thursdays, Jan. 9, Feb. 13, March 13, April 10 and May 8 from noon – 1 p.m.

Break down the isolation barrier! This exclusive affinity group for nonprofit EDs and CEOs is a unique monthly forum in which nonprofit chief executives come together to share experiences, challenges, solutions and best practices. Join us as we deepen connections and build a community of support among participants.

Facilitator: Wendy Burtner, Nonprofit SideKick!

Fee: Free, but RSVP is required

Creating Accessible Social Media

Tuesday, Jan. 28 from 10 – 11 a.m.

Your brand's online presence through websites and social media shapes how the community interacts with your services and perceives your mission and vision. This course will tackle how to make your social media channels more accessible and how doing so can improve your search engine optimization (SEO). Walk-through demonstrations will include the when, how and why of accessibility through text, images and video on the major social media platforms.

Instructor: Chris Mielo, ACHIEVA

Fee: $30

I really appreciated the breakout sessions for brainstorming ideas

Go With the (Cash) Flow

Tuesday, Feb 4 from 10 – 11 a.m.

The statement of cash flows tracks the inflow and outflow of cash. We'll look at how this statement helps you manage your organization's cash position and how it complements the other financial statements. We'll present different options for the manner in which the statement of cash flows can be prepared (the direct method or indirect method) and address specific considerations for nonprofits. By the end, you'll have a stronger understanding of how to interpret your organization's cash flows.

Instructor: Megan R. Troxell, Grossman Yanak & Ford LLP

Fee: $30

Custom Training

Like the topic but can't make the training? Want to bring a set of skills to your entire team? Searching for something that's not quite a match for what's in the catalog? Custom training may be just what you're looking for. We work with you to design and facilitate interactive trainings for groups of 5 to 105 on topics ranging from leadership and communication, to budgeting and project management. Our extensive experience in conducting workshops can be tailored to your organization's specific needs. For more information, contact Carrie Richards at **richardsc@rmu.edu**.

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SPRING 2025 CLASSES

It was great having the opportunity to talk in small groups & hearing other thoughts & perspectives.

Saving the World One Donation at a Time: Raising Funds From Individuals

Wednesday, Feb. 5 from 1 – 2:30 p.m.

Learn tools and strategies to effectively engage individual donors and cultivate lasting relationships that drive sustainable funding. We will explore the art and science of fundraising from individuals, focusing on innovative approaches to donor engagement, storytelling techniques that resonate, and the importance of transparency and accountability in building trust. You'll learn how to create compelling fundraising campaigns that not only meet financial goals but also inspire a community of supporters dedicated to your mission. Whether you're new to fundraising or looking to enhance your existing strategies, this session promises actionable insights and collaborative discussions that will empower you to maximize your impact.

Instructor: David Tinker, ACHIEVA

Fee: $35

Amplifying Corporate Volunteerism

Thursday, Feb. 6 from 1 – 2 p.m.

Are you asking your corporate volunteer teams for a financial contribution? You should! Corporate and nonprofit partnerships are a two-way street. We will discuss how to build and amplify these partnerships around volunteer engagement to create a meaningful experience that benefits your organization, the corporation, and their employees. We will discuss how to put a monetary value on the experience and ask for a financial contribution to go along with the volunteering to make the experience more impactful for everyone involved.

Instructor: Stacy Bodow, Global Links

Fee: $30

Nonprofits & Major Gifts: Keys to Success

Wednesday, Feb. 12 from 10 a.m. – noon

Identifying, cultivating and soliciting major gift prospects is vital to the success of every organization, but presents special challenges for nonprofits with budgets under $2 million. This class will cover important topics including setting the threshold for a major gift that is right for your organization; identifying, cultivating and soliciting major gift prospects; and strategies for elevating smaller donors to major gift status.

Instructor: Mark Lynch, Carter

Fee: $40

Emma's teaching style is great, very conversational in her information and easy to learn from.

Exit Stage Left With Grace and Compassion

Thursday, Feb. 13 from 10 – 11:30 a.m.

Terminations are never easy but they don't have to be harder than they should be. Join us for a program designed to support you in terminating with dignity, finding the right balance, understanding risk and documentation, and putting your organization in the best position pre- and post-termination. Together, we'll:

- Understand appropriate considerations for termination
- Review what constitutes proper documentation
- Explore frameworks and best practices to ensure you're making the right decisions at the right time for the employee and the organization
- Discover tips and a toolkit to navigate terminations effectively, efficiently, and with dignity
- Gain knowledge of resources available to support

Instructor: Tiffany Castagno, CEPHR

Fee: $35

Ask Now! Role-Play for Fundraisers

Tuesday, Feb. 18 from 10 a.m. – noon

Are you a front-line fundraiser who needs to sharpen your solicitation skills (and maybe build your confidence)? Are you nervous about sitting in front of a donor and asking for a gift? Role-playing is a critical component to interacting with donors. Even if you don't like role-playing (or prefer to watch your volunteers struggle through it) you likely agree that it's better than fumbling through a meeting with a donor. Practicing conversations with donors will build your confidence, help you remain nimble, and enable you to craft a succinct pitch for funding your cause. Join us for an interactive morning practicing your role in qualification and solicitation meetings.

Instructor: Emma Kieran, Pilot Peak Consulting

Fee: $40

Beyond Conflict Resolution

Wednesday, Feb. 19 from 10 a.m. – noon

Conflict springs from a variety of sources and can greatly impact our work environments and experience. In this interactive session, we will consider how our attitudes about conflict influence our responses and how we can reframe our approaches to maximize positive outcomes. We will engage with foundational principles for responding to conflict, learn to assess conflict dynamics and consider structural factors which support healthy engagement.

Instructor: Dawn Lehman, Collective Change Partners

Fee: $40

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Nonprofit/Tax-Exempt Status: Keeping Things Legal

Thursday, Feb. 20 from 10 a.m. – noon

Boards and managers of nonprofit/tax-exempt organizations have unique responsibilities and opportunities, largely dependent on corporate structure and the laws governing that structure. Organizations that "just want to do good" can do the most good with a compliant legal base. You'll learn the differences between the ties that bind a nonprofit and a tax-exempt organization, and explore related legal matters. Topics include reporting responsibilities, fiduciary duties, sales and property tax exemptions, charitable fundraising registrations, and more. Sample factors for a typical legal check-up aimed at compliance will be discussed.

Instructor: Susan A. Ott, Esq., Susan Alexander Ott Law LLC

Fee: $40

So much valuable information on how to get and maintain nonprofit status.

Delegation for Development: Growing Leaders, Growing Teams

Friday, Feb. 21 from 10 – 11:30 a.m.

Equip your leaders with the skills to delegate effectively, not simply to distribute tasks, but to cultivate growth and potential within their teams. Participants will learn strategies to identify delegation opportunities that align with team members' strengths and development goals, fostering both engagement and capability. Through interactive exercises and scenarios, leaders will practice purposeful delegation that empowers their teams while enhancing overall organizational impact. Join us to build a culture of growth where leadership and teamwork thrive together.

Instructor: Sandra McLain, UPMC

Fee: $35

Helping the Helpers: Burnout Prevention

Monday, Feb. 24 from 1 – 2 p.m.

Learn effective strategies for recognizing and preventing burnout while promoting long-term well-being. You'll explore ways to manage stress, maintain work-life balance, and develop effective self-care strategies. Through practical tips and shared insights, nonprofit professionals will gain the knowledge and skills to protect themselves from burnout, while sustaining their passion and commitment to their work.

Instructor: Sarah Walters, Robert Morris University

Fee: $30

Demystifying Nonprofit Financial Statements: A Comprehensive Guide

Tuesday, Feb. 25 from 1 – 2 p.m.

Through a blend of lecture and discussion, this session on nonprofit financial management will cover the basics of financial statements and analysis. Attendees will gain essential skills for interpreting financial data and enhancing organizational success.

Instructor: Melanie Rutan, Bookminders

Fee: $30

Transform Your Team With Effective Leadership Communication

Wednesday, Feb. 26 from 10 – 11:30 a.m.

Unlock the power of communication to inspire and engage your team! Motivating Language Theory provides leaders with the tools to communicate more effectively and create a motivating environment. Learn to recognize and apply three key language styles: direction-giving, empathy-building, and meaning-making to strengthen trust, foster commitment, and drive performance, all through purposeful communication.

Instructor: Dr. Karen Trichtinger, Doc Karen Coaching

Fee: $35

Project Management Essentials

Thursday, Feb. 27 from 10 – 11 a.m.

Join us for an overview to the discipline of project management. Together we'll learn:

- The differences between a project, a program and a portfolio
- Why project management exists
- How it can help you and your organization
- Why companies should use a structured process to deliver projects
- Tips to implementing project management at the right level for your organization

Instructor: Derek Vent, PPG Industries

Fee: $30

Jo Ellen did a great job ensuring that everyone was heard and had the opportunity to contribute.

Mr. Block always delivers wonderful presentations with practical information and examples to quickly implement the tactics explained.

The Life Cycle of a Healthy Board

Tuesday, March 4 from 10 – 11:30 a.m.

The life cycle of each board member's term that includes recruitment, orientation, education and evaluation will lead to powerful and effective boards. This session will review each of these areas and address troublesome areas you may have regarding your board. Bring your questions and join us for a lively interchange of ideas.

Instructor: Don Block, Consultant to Nonprofits

Fee: $35

Managing Yourself, Managing Others: A Deeper Dive

Wednesday, March 5 from 10 a.m. – noon

It's important to put on your own oxygen mask before assisting others! This expanded version of a popular class from last spring offers managers a practical approach to increased effectiveness and job satisfaction. Learn to manage your own time, energy, and attention and launch a plan to implement some new ideas; after all, you're the most important employee you manage. This highly interactive class includes several opportunities to exchange ideas with others who want to escape the "struggle to juggle."

Instructor: Dr. JoEllen Parker, Executive Service Corps

Fee: $40

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SPRING 2025 CLASSES

AI Essentials for Nonprofits: ChatGPT Strategies for Fundraising and Communications Success

Thursday, March 6 from 1 – 2:30 p.m.

New to AI tools like ChatGPT? This beginner-friendly session is designed for nonprofit fundraising and communications professionals looking to save time and enhance their impact. Learn how to use ChatGPT to craft compelling donor appeals, streamline grant proposals, and create engaging marketing content with ease. Through real-world examples and practical tips, you'll discover how AI can simplify daily tasks and amplify your nonprofit's mission, all while boosting your confidence with this powerful tool.

Instructor: Cindy Leonard, Cindy Leonard Consulting

Fee: $35

> We thought that this program was fantastic. For us, we see this as a valuable tool to speed efficiencies of our administration and team!

Putting LinkedIn to Work for Your Nonprofit

Friday, March 7 from 10 – 11 a.m.

LinkedIn is more than just a resource for job seekers. This social network offers an opportunity for nonprofits to share their mission and build support across a new audience. We'll discuss best practices in how nonprofits can use LinkedIn, including what and how to post to build awareness, level up your posts to build a deeper connection with supporters, grow your following, and reach new potential donors.

Instructor: Doug Smith, Light of Life Rescue Mission

Fee: $30

> The instructor was extremely engaging, and built a welcoming environment and safe space.

You're Not the Boss of Me! Better Leading Through Coaching

Tuesday, March 11 from 10 a.m. – noon

Most people want to create value. Leading for breakthrough results requires investment in inside-out growth for transformative action. Together, we'll explore how you can bring a coach's mind and heart to your leadership. When you lead like a coach, your team is better prepared to step out with vision, courage, resilience and agility. We'll cover:

- A working definition of coaching, how it differs from and complements supervising, managing, advising and mentoring, and maintaining necessary boundaries
- What research reveals about employee engagement, including what they really want, what they need (but don't know it yet), and the potential positive outcomes of coaching
- How to develop a "coaching habit" by taking a "coaching stance" by learning how powerful conversations enhance engagement and growth

Instructor: Chris Thyberg, The Serving Way

Fee: $40

Knowing Your "Why": Relating Your Values to Your Leadership and Management Styles

Wednesday, March 12 from 10 – 11:30 a.m.

When your values are consistent and transparent, you build trust with your team. Considering how your values relate to your leadership style ensures your decisions and actions are genuine and consistent. Join us for an interactive discussion to help you identify and prioritize your personal and professional values through reflection, discussion and group exercises and put them into action to lead with purpose and authenticity.

Instructor: Kevin Erdner, Labcorp

Fee: $35

Supervisor Myth Busters: Approaches to Becoming a Better Supervisor

Thursday, March 13 from 10 – 11:30 a.m.

If you are a new supervisor (or on a supervisory track) this class is for you. We'll talk about some of the challenges faced by supervisors in today's workplace, and bust some myths about how to successfully oversee employees. This fun and interactive "cameras on" session will tap into your own experience by working in small groups, coupled with the facilitator's 30+ years of knowledge in human resources, helping new supervisors to be more successful. Bring your questions and be prepared to grow your expertise about good supervision.

Instructor: Phyllis Hartman, PGHR Consulting

Fee: $35

Podcasting for Beginners: Amplifying Your Nonprofit's Voice

Tuesday, March 18 from 1 – 2:30 p.m.

Whether you're looking to tell impactful stories, engage supporters, or build a stronger community around your nonprofit's mission, podcasting is a powerful and cost- effective way to connect. This beginner-friendly course will guide you step by step through the process, giving you a clear roadmap and the confidence to start using podcasting to extend your impact. You'll learn:

- **Podcasting 101:** Covers key terms, essential equipment and the best platforms to publish
- **Planning Purpose and Content:** Considers mission, format, content structure and audience engagement styles to best align with your goals.
- **Recording and Editing:** Learn simple tools and techniques for producing high-quality audio on a budget.
- **Distribution and Promotion:** Discover how to get your podcast on popular platforms and develop a promotion strategy for your current audience and beyond

Instructor: Belle Battista, University of Pittsburgh

Fee: $35

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SPRING 2025 CLASSES

Navigating Workplace Accommodations

Wednesday, March 19 from 10 – 11 a.m.

This session will explore the significant legal changes regarding workplace accommodations under the ADA, Title VII, and the PWFA. We'll look at the circumstances under which those laws require accommodation, the information that employers can (and cannot) request, and guidelines for employer communication and decision making. We'll use hypothetical fact patterns and examples from real-life cases to explain key concepts and address timely issues such as accommodations involving leave and remote work requests, and other potentially tricky requests.

Instructor: Jeremy V. Farrell, Esq., Tucker Arensberg, P.C.

Fee: $30

BoardsWork! Mixed Cohort Board Member Training

Thursday, March 20 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 nonprofit 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. We'll emphasize the importance of equipping you with strategies and tools to build a board that reflects the communities you serve.

Instructor: Jaime Simmons, Covestro Center for Community Engagement

Fee: $600 ($400 without matching) and includes lunch

Location: Robert Morris University

We have quite literally been working on bylaws updates to clarify roles of officers and Executive Director in light of hiring an ED within the last year. This helped shine light on progress we've made and the path forward.

Whose Job Is It, Anyway?

Thursday, March 20 from 1 – 2:30 p.m.

Who really runs the show? With both the board chair and the executive director playing starring roles at a nonprofit, the division of leadership can be a delicate dance. In this interactive session, we'll start with an overview of the primary responsibilities of a board chair and chief executive. Then we'll dive into a lively discussion on what is expected of the board chair, what is expected of the chief executive function by function, and where there are areas of overlap.

Instructor: Brett Fulesday, ESC

Fee: $35

We Consult!

The Executive Service Corps uses the skills of experienced, knowledgeable and dedicated volunteer professionals to help nonprofits design targeted solutions to their challenges and opportunities. All of our volunteers are committed to nonprofit success and value the challenging, indispensable work of the sector. Whether currently working or retired, ESC volunteers are experienced and trained to work alongside nonprofits of all sizes. Fees are based on the scope of the project and are designed to be affordable to smaller organizations with contracts ranging from one-time engagements to multi-month processes. **Interested in learning more?** Contact Carrie Richards at **richardsc@rmu.edu**.

Policy Power-Up: Dynamic Strategies for Community-Engaged Advocacy

Tuesday, March 25 from 10 – 11:30 a.m.

Join other nonprofit leaders and teams in learning to develop and implement effective policy and advocacy strategies. We'll focus on creating a policy agenda and implementation plan that engages community members, clients, and other stakeholders to advocate for the issues central to your mission. You'll leave with a clear understanding of your organization's role in the U.S. policy and advocacy process, learn essential elements for crafting a strategy, and develop methods to engage and empower your community to support their advocacy goals. Designed for all experience levels and budget sizes, you'll gain insights and practical tools to leverage available resources and advance legislative needs effectively.

Instructor: Andrea Lowe, Partner & Collaborator, Social Impact Studio Consulting, LLC

Fee: $35

Small Events, Big Impact: Organizing Realistic and Profitable Fundraisers

Wednesday, March 26 from 10 – 11 a.m.

Join us for a new session geared toward assisting small nonprofits (with 20 or less staff members) achieve their event-based fundraising goals. We'll focus on the essentials including securing board support, developing a fundraising event strategy, and implementation. You'll leave with tools to help you host small scale, but impactful fundraisers.

Instructor: Molly Minman, Gannon University

Fee: $30

From Zero to Strategy: Nonprofit Tech Planning Essentials

Thursday, March 27 from 1 – 2:30 p.m.

Feeling swamped by the ever-expanding technology demands of your organization? Wondering how to make smarter, more confident decisions about your tools and resources? This session will empower you to get started in building a flexible, forward-thinking technology plan tailored to your needs. Whether you're starting from scratch or questioning your current approach, we'll break it down with actionable steps to simplify the process. Perfect for small to medium nonprofits ready to embrace strategic tech planning!

Instructor: Cindy Leonard, Cindy Leonard Consulting

Fee: $35

Building Organizational Culture

Tuesday, April 1 from 10 a.m. – noon

The culture at your organization plays a significant role in the advancement of your employees and our mission. In this interactive, online session, we'll define what culture is and isn't and what kind of operational framework needs to be in place to ensure success. We'll take careful consideration regarding how your culture should be aligned to your mission, vision and values, and explore the skills that leaders need to create a strong culture, including safety, vulnerability and establishing purpose. You'll leave equipped with a cultural assessment so you can reflect upon the current culture of your own organization.

Instructors: Wendy Burtner and Stephanie Masters, Nonprofit SideKick!

Fee: $40

All classes are online via Zoom unless otherwise noted.

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SPRING 2025 CLASSES

Boardsmanship Brush Up: Building Better Boards

This could be a good road show to take to boards of all sorts

Wednesday, April 2 from 10 a.m. – noon

Whether you're a newbie to nonprofit board governance or a go-getter looking for a brush up, this session has you covered. We'll talk about effective nonprofit governance, role clarity, board expectations (internal and external), and recruiting. We'll emphasize the importance of diversity and inclusion in board leadership, equipping you with strategies and tools to build a board that reflects the communities you serve.

Instructor: Jaime Simmons, Covestro Center for Community Engagement

Fee: $40

Let's Get SOCIAL: Impact, Stories, and Success

Thursday, April 3 from 10 – 11 a.m.

Behind the impactful work you do across communities, there are stories that should be told. Stories of givers, stories of receivers, and stories celebrating the power of partnership. Social Impact Storytelling can help you continue your impact and grow your engagement. Join us for this class and learn about the basics of storytelling like…

- What makes a good story?
- Where should you share the stories?
- Who needs to hear the stories?

Instructor: Rebecca Lucore, RLucore Consulting

Fee: $30

Strategic Planning for Smaller Nonprofits

Tuesday, April 8 from 10 – 11:30 a.m.

Building a good plan for the future isn't just for large organizations! This class is specifically designed for executives and board members of nonprofits with budgets of less than $2 million. Learn different ways to approach planning on a budget, practical tips for a successful planning process, and what to expect as a finished project. We will wrap up with time for your questions about how you and your organization can best plan for the future.

Instructor: Jon Hoffmann, Hoffmann Consulting

Fee: $35

Maximizers and Accelerators: How to Utilize the C-Suite, Board Members, and Subject Matter Experts to Maximize Giving

Wednesday, April 9 from 1 – 2:30 p.m.

Learn how to maximize engagement and accelerate opportunities using administrative leaders, subject matter experts, and board members in the identification, cultivation, solicitation, and stewardship of potential major and planned giving donors. We'll discuss how and when to engage leaders and volunteers to convey their important work to others in a way that inspires and maximizes philanthropic support. This session is geared towards both leaders and gift officer participants and delves into donor motivations and proven process concepts in uncovering and connecting with the philanthropic passions of donors, so bring your whole fundraising team!

Instructor: Lizz Helmsen, Carter

Fee: $35

Fundraising: Moving From Desperation to Effectiveness

Thursday, April 10 from 10 – 11 a.m.

A huge part of running a successful nonprofit is moving from the reactive to the proactive stage of action, especially when it comes to funding. A diversified fundraising plan and philanthropic support from foundations play key roles, but it takes a long time, and can be frustrating to be told no. In this brisk, hour-long workshop, we'll briefly review the state of your fundraising efforts to date, and share best practices people seldom tell you about. We'll focus on building a successful landscape scan of potential funders (a crucial first step), leveraging your network to help your organization shore up long-term funding, and connect with philanthropic entities aligned with your vision and goals.

Instructor: Jess Grainger, Consultant

Fee: $30

Marketing on a Shoestring: Strategies for Growing Your Nonprofit

Tuesday, April 22 from 10 – 11 a.m.

Are you struggling to stand out in a crowded nonprofit landscape? Does it feel impossible to make the most of your limited marketing budget while attracting the volunteers, donors and program participants your organization relies on? We'll tackle common marketing challenges faced by nonprofits and share practical strategies to help your organization thrive. Learn how to effectively communicate your mission, craft compelling messages that inspire action, and identify low-cost tools to amplify your impact. Whether your goal is increasing visibility, growing your donor base, or reaching more people with your programs, this session will help you focus your efforts where they matter most. You'll walk away with actionable insights to simplify your approach and maximize your impact, empowering you to recruit the support you need and deliver on your mission more effectively.

Instructor: Jenny Marofsky, Agency Jen

Fee: $30

Coaching

More than just a sympathetic ear, the Bayer Center's coaching program can help you be more effective at managing others, managing yourself, managing change, and balancing the demands of your professional and private lives. Our coaches can help you achieve a more effective organization and a peaceful night's sleep! Especially beneficial to those new to supervision and management, coaches help you draw on your own natural wisdom to make better decisions from a place of clarity and confidence.

Cost: $500 for each 5-hour coaching engagement. *Smaller packages may be negotiated upon request.*

For more information, please contact Carrie Richards at **412- 397-6008** or **richardsc@rmu.edu**.

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SPRING 2025 CLASSES

Cross-Pollination: Blending Best Practices to Launch and Strengthen a Planned Giving Program

Wednesday, April 23 from 10 – 11 a.m.

Two seasoned fundraisers share their years-long journey of incorporating best practices from direct response and relationship-based fundraising to revive and grow a stagnant planned giving program. You'll come away with practical tips and ideas for all shop sizes to cultivate a thriving legacy giving program.

Instructors: Liz McFarlin-Marciak and Megan Cramer, Greater Pittsburgh Community Food Bank

Fee: $30

From Vision to Action: Executing Your Strategic Plan

Thursday, April 24 from 10 – 11:30 a.m.

A well-crafted strategic plan is essential for setting a clear future vision, driving meaningful change, and achieving mission-critical goals. To bring the strategic plan to life, it's crucial for leadership and staff to clearly understand their roles, responsibilities, and timelines, including who will lead each strategy, the specific tactics required, the board committees tasked with oversight, metrics to measure success, and the resources to do the work. Through interactive discussions and hands-on exercises, participants will learn how to prioritize strategies, align resources and organizational structure, effectively engage their teams in the implementation process, and set clear expectations for performance as you transform your strategic visions into actionable, measurable results.

Instructor: Brant Duda, Strategy Design Partners

Fee: $35

Essential Human Resources Operations: Two-part Series

Tuesdays, April 29 and May 6 from 10 – 11:30 a.m.

Effectively managing your organization's most precious commodity – its people – is crucial to achieving your mission. This two-part session will help you gain a solid understanding of how to navigate the complex world of HR and make informed decisions to drive your organization's success.

1 **Session one** will introduce the role of HR in a nonprofit organization and its importance in maintaining a healthy and productive work environment. Then, we'll do an overview of finding and hiring talent, including recruitment, onboarding, and training, as well as compensation and benefits.

2 In **session two**, we'll dive a bit deeper into the employee lifecycle to cover performance management and evaluation best practices, employee relations, conflict resolution and an overview of compliance and risk management.

Whether you're new to HR or just looking to refresh your knowledge, you will gain the tools and confidence you need to build a strong, productive and compliant workforce.

Instructor: Jessica Kovacs, Bridge to HR

Fee: $65 for both sessions

> This was very meaningful. Today felt like time well spent.

The Board's Role in Financial Management

Wednesday, April 30 from 1 – 2 p.m.

Join us as we review the primary ways that board members can fulfill their key fiduciary responsibilities, including avoiding mission drift, participating in the budgeting and auditing processes, reviewing regular financial reports, and understanding the organization's overall financial outlook. We will answer your questions about serving as a fiduciary and discuss practical strategies for improving your board's ability to fulfill this critical role.

Instructor: Jared Henigin, Wealth Management Partners, LLC

Fee: $30

Critical Thinking: Think Smarter, Not Harder!

Thursday, May 1 from 10 – 11:30 a.m.

Discover how to think smarter, not harder, in this virtual workshop on critical thinking techniques. This session will explore the mechanics of critical thinking as a systematic and inquisitive way to evaluate and analyze a situation to identify the best solution. This process is applicable to everyday decision making or complex problem solving and guide you to the root cause of an issue. We'll also provide practical tools to practice concepts covered.

Instructor: Sarah McMullen, University of Pittsburgh

Fee: $35

> "I love this survey! I eagerly participate in the Wage and Benefit Study for Southwestern Pennsylvania Nonprofits because it gives a small nonprofit like the one I work for the information on pay and benefits we can't get anywhere else."
>
> Joseph W. Dornbrock, Executive Director
> Keystone Chapter, Paralyzed Veterans of America

Wage & Benefit Survey

The Wage and Benefit Survey of Southwestern Pennsylvania Nonprofit Organizations has been a trusted resource for twenty years. It has provided the most current data about regional salary and benefits needed both for valid decision making by nonprofit executives and for 990 compliance. We have a comprehensive record of the progress made by our nonprofit employees in salary and benefits over the last two decades, and could not have made this sector-wide resource possible without your willingness to participate.

The newest version will be available in February 2025. There is no cost for nonprofits who participated in the survey. Those who did not participate can purchase the survey for $200–300 depending on budget size. Purchases are available in our storefront under the "**Wage and Benefit Survey**" tab.

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INSTRUCTOR BIOS

Belle Battista's passion for audio production began years ago but it wasn't until after she worked in nonprofit community youth programs and alongside Commonplace Coffee for the last 15 years that she rediscovered her passion for audio storytelling. Mentored in the craft for the last few years, she now finds fulfillment in editing podcasts—transforming creative work into polished, engaging stories. Whether fine-tuning audio or connecting people through storytelling, she's energized by helping others share their voices and make an impact through the power of podcasting.

Don Block served as executive director of Literacy Pittsburgh (formerly Greater Pittsburgh Literacy Council) – the largest provider of adult basic education in Pennsylvania – for 34 years. Working closely with the board of directors, he built the organization from its founding stage to the large nonprofit that it is today. He became a specialist in nonprofit management, including board development, board operations, and fundraising. Since 2013, he has taught a number of classes for the Bayer Center for Nonprofit Management, including "How to Manage Volunteers," "Diversifying Your Funding Sources," "The Board's Report Card," and "Boards and Fundraising."

Stacy Bodow is the Outreach and Engagement Manager for Global Links, a Pittsburgh-based nonprofit dedicated to improving health in communities with need. Stacy heads up education and engagement efforts for the organization, working on corporate partnerships, and with community groups, schools, and volunteers. Prior to joining the Global Links team, Stacy spent 15 years with Visions Service Adventures leading month-long international service learning programs for groups of teenagers, helping to forge community partnerships and leading leader trainings. Stacy holds her M.Ed. from University of Pittsburgh in social and comparative analysis in education.

Wendy Burtner is a nonprofit leader, trusted advisor and consultant with 30 years' experience leading organizations through transitions and building strong foundations for growth. She is the "nuts and bolts" of Nonprofit SideKick, with a wide range of experience across the nonprofit sector, including leadership roles in corporate philanthropy, arts administration, health and human services, and economic and workforce development. She was a member of the startup team at GuideStar (now Candid), the founding director of The CarMax Corporate Foundation, and the operations lead of the Early Childhood Initiative of the United Way of Allegheny County. She has been a coach, advisor and consultant to nonprofits and small businesses for more than 5 years. Specifics of Wendy's professional experience can be found on *LinkedIn*.

Tiffany Castagno is CEO & Founder of CEPHR, LLC, a human resource consulting firm based in Pittsburgh that supports small to mid-sized businesses to build strong infrastructures, employer brands, and cultures. She is passionate about creating equitable workplaces and communities. Tiffany is co-author of a children's book, "Can a Zebra Change Its Stripes?" that teaches children about embracing difference and uncovers the importance of acceptance and what it means to make diversity our strength. Tiffany was recently presented with a Jefferson Award for her volunteerism, leadership, and service to community.

Megan Cramer is dedicated to using her knowledge and experience to make an impact. She started her career at Greater Pittsburgh Community Food Bank over 12 years ago. During her tenure, she's built a comprehensive direct response program that has seen unprecedented growth in the last five years. In her current role, Megan oversees all aspects of the Philanthropy Team's operational functions: data management, gift processing, communications, stewardship, and annual giving. Using data-informed strategies, Megan helps the team raise over $23M in revenue annually. Megan resides in Lawrenceville with her husband Chuck and two cats, Mabel and Ellie.

Brant Duda is director of strategy and analysis for Strategy Design Partners, with expertise in strategic planning, financial analysis, nonprofit governance, board development, and research. From helping to transform the social service system in Columbia, South Carolina to managing a coalition combating the opioid epidemic in Lorain County, Ohio to forming the first Center for the Arts in Oberlin, Ohio, Brant has worked on large-scale projects and with organizations that impact entire communities. Brant has a masters of social administration and certificate in nonprofit management from Case Western Reserve University. He earned his bachelor's degree from California University of Pennsylvania.

Kevin Erdner stands at the nexus of his two greatest passions and fascinations: leadership and innovation. With 20+ years of product and team development experience, Kevin currently finds his purpose operating within the healthcare industry, traveling the world to build leading innovations that make a positive difference in patients' lives. Kevin has studied and performed improvisational comedy throughout Pittsburgh, and has applied improvisational comedy techniques in various programs including those designed to build confidence in upcoming high school students. Kevin received his B.S. in business administration with an emphasis in information technology from Duquesne University, where he returned to obtain a master's of organizational leadership (summa cum laude).

Jeremy V. Farrell, Esq. is a trial lawyer who helps employers with the many legal issues they encounter in the workplace. In addition to representing them in court and before administrative agencies, he assists them with the day-to-day legalities of managing a workplace, including complying with the Americans with Disabilities Act and Family Medical Leave Act; reviewing pay practices; preventing and investigating discrimination and harassment claims; drafting non-compete, nonsolicitation, and confidentiality agreements; revising employee handbooks and workplace policies; handling claims for unemployment compensation; and offering guidance on personnel matters, such as terminations and other disciplinary issues.

Brett Fulesday has spent over 20 years providing business-valuation services for individuals as well as public and privately held, early-stage and mature companies. Approximately 10 years ago, feeling disconnected from the community, Brett joined a local Rotary Club. He has prioritized nonprofit service since, with roles ranging from sounding board to board chair (twice), and accumulating experiences on and insights into various committees – particularly, finance and governance. He is here to help and to learn.

Jess Grainger has a deep background in education, workforce development, philanthropy and nonprofit management. Most recently, he was a program officer at the Chan Zuckerberg Initiative, and served as a consultant to the Annie E Casey Foundation in Baltimore. He has also collaborated with local organizations like Partner4Work around their youth-focused initiatives. He is deeply committed to helping mission-oriented organizations understand the philanthropic landscape. This includes helping nonprofits pursue funding strategically and effectively, while also planning for long-term financial stability. He would love to learn more about your organization's strategy and goals.

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Phyllis G. Hartman, SHRM-SCP, SPHR, is founder and President of PGHR Consulting, Inc. with 30+ years' experience in HR. She is a member of the SHRM Expert Panel and a member of the Government Advocacy Team. She has an M.S. in human resource management from La Roche University and is a certified Senior Professional in HR. Phyllis has written numerous articles and three books, "A Manager's Guide to Developing Competencies in HR Staff," "Looking to Hire an HR Leader?" and "Never Get Lost Again: Navigating Your HR Career." She is a past Board of Trustee member for the Homeless Children's Education Fund.

Lizz Helmsen, Managing Director at Carter, combines 20 years of fundraising experience with a background in the arts, education, and community service. She is known as a creative and energetic professional with a proven ability to build relationships with, and create connections among multiple constituencies. Lizz has directed comprehensive fundraising programs and provides expertise in the areas of campaign counsel, major gifts, development planning, governance, annual giving and grant making.

Jared Henigin, CFP®, AIF® joined Wealth Management Partners in November of 2018. Prior to joining WMP, Jared was a financial advisor at Northwestern Mutual. Jared is a registered representative and Investment Advisor Representative with Commonwealth Financial Services® (Member FINRA/SIPC). In addition, Jared holds the Accredited Investment Fiduciary (AIF®) designation and maintains the Series 6, 7, 63, and 65 securities registrations. He works with WMP in a dual role as Director of Investment Services and as a Wealth Manager. He also works with nonprofit organizations providing fiduciary consulting as well as asset management. Jared lives in Latrobe with his wife, Cady, and their son, Jack. He is board president for the local chapter of the Crohn's and Colitis Foundation.

Jon Hoffmann is the principal of Hoffmann Consulting, serving both nonprofit and for-profit clients with a focus on strategic planning, program design and evaluation, and operations management. Prior to launching his own consulting business, his career has spanned executive leadership roles in social services, communications strategy for an advocacy organization, and housing development with a focus on affordability. A Pittsburgh native, Jon holds a master's degree in social work and Bachelor of Science in psychology from the University of Pittsburgh.

Emma Kieran started Pilot Peak Consulting in 2014 and has over 20 years of fundraising experience. She has worked with over 150 nonprofits on a broad range of projects. Prior to founding Pilot Peak Consulting, Emma was a consultant for two national consulting firms, as well as a frontline fundraiser. Emma holds an M.A. from Columbia University, M.P.A. from American University, and a B.A. from Connecticut College. A native Pittsburgher and recent southern transplant, Emma is an avid marathoner, four-time Ironman triathlete, and enjoys being outside with her husband and labradoodles.

Jessica Kovacs, a passionate and experienced HR professional at Bridge to HR, specializes in helping leaders navigate the complexities of human resources with a proactive and empathetic approach. With a bachelor of science in labor and industrial relations and a master's degree in human resources from Pennsylvania State University, she brings over 19 years of expertise in human resources guidance, coaching, and consulting. Jessica's proactive approach keeps her ahead of new and changing laws, social changes, and industry challenges, ensuring leaders always compliant and prepared.

Dawn Lehman is a trainer, facilitator and coach who helps people and organizations to live in alignment with their ideals. Dawn is a long-time practitioner of both restorative justice and mindfulness and brings these foundations to her work with Collective Change Partners. Dawn holds a B.A. in social work, a M.A. in conflict transformation, and a professional certificate in coaching.

Cindy Leonard has cultivated an extensive career spanning more than two decades, spanning nonprofit board memberships, executive roles, and consulting. Cindy's diverse roles include executive director, IT director, trainer, volunteer, and consultant, informed by three decades of experience and knowledge. Cindy is a skilled speaker and trainer, with over 100 appearances at conferences. Cindy holds a bachelor's degree in computer science, an M.B.A., and a Master of Education from Seton Hill University. A Laurel Highlands enthusiast, Cindy resides in Youngwood, PA, with husband, Rob, and their dogs and cats. Learn more at *www.cindyleonardconsulting.com*.

Andrea L. Lowe, MPH, CPH owns and operates the Social Impact Studio Consulting, LLC where she flexes her entrepreneurial muscles in service to small-to-medium nonprofits and state/local government agencies. Her 15-year health and human services career spans multiple states working with government agencies, nonprofits, and the private sector on strategic planning, policy, advocacy, coalition management and program development initiatives. In addition to running her consulting business, she is currently pursuing her DrPH in health policy & leadership with Loma Linda University. Here, she studies the impact of leadership and structure on the organizational culture of collective impact initiatives.

Rebecca L. Lucore is a purpose-driven leader who founded RLucore Consulting in May of 2024 after nearly three decades of creating and leading corporate social responsibility, sustainability, and communications programs that drive organizational goals, engage employees, and meet community needs. She has worked in various capacities over the years, including – communications; philanthropy leadership; corporate social responsibility; employee engagement; diversity, equity and inclusion; executive support; sustainability; nonprofit service; STEM and workforce development; and community programs/events. Rebecca has served on numerous nonprofit and university boards, both local and national.

Mark Lynch, Carter, has more than 30 years of experience in fundraising, communications, marketing and branding, and organizational development for nonprofit organizations, including fundraising consulting through Ketchum, Inc., and A.L. Brourman Associates, Inc. He is a registered fundraising consultant in Pennsylvania and West Virginia. Mark is active in the community, currently serving on the Community Advisory Board of the Allegheny Regional Asset District, and has served on many other committees and boards for nonprofit organizations including Support Inc. and the Sewickley YMCA. He is a graduate of Leadership Pittsburgh, Class XIII.

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Jenny Marofsky, is a compassionate marketing consultant who uses data to fuel her creative energy. Beginning as a graphic designer, she has spent years bringing designs to life and fell in love with helping businesses and nonprofits develop marketing strategies. She is always asking questions to get a deeper understanding of her clients' goals to curate the best marketing campaigns. Her business, Agency Jen, is the culmination of her life's work. From creating multi-channel marketing campaigns to maximizing brand exposure, Jen lives to deconstruct your business so she can rebuild your marketing to your unique specifications, matching your customers' needs as well as your internal capacity. She calls it "growing smart."

Stephanie Masters is co-founder and partner at Nonprofit SideKick and a certified CliftonStrengths™ and Predictive Index™ Coach. She is the "heart and soul" of Nonprofit SideKick, with 25 years' experience focusing on organizational development and leadership. She has worked within nonprofit organizations in human services, economic renewal, historic preservation and education. Stephanie has created and led leadership development initiatives with large corporations and small to midsize nonprofits. For the past 11 years, Stephanie has been the leadership facilitator for Leadership Washington County, a community-based leadership program. She has actively coached and developed over 300 leaders through the program. Specifics of Stephanie's professional experience can be found on *LinkedIn*.

Sandra McClain is a seasoned professional with 20+ years of speaking experience. Currently a Senior Learning Specialist with UPMC, Sandra develops learning opportunities for new and aspiring leaders and staff across the system. Previously, Sandra held roles as a senior program manager in workforce development as well as a staff development specialist in higher education. Sandra holds a Master of Science in human resources management in organizational learning, development and change management and is a certified strategic human resources business partner through Human Capital Institute.

Liz McFarlin-Marciak has held leadership roles in higher education, museum, and human services philanthropy for the past decade. A passionate advocate of relationship-based fundraising, she fosters team cultures that support highly effective, community-oriented fundraisers, enabling them to raise millions of dollars annually. In her role at Greater Pittsburgh Community Food Bank, Liz oversees strategic giving and guides a team of gift officers who connect individuals, families, and family foundations to philanthropic opportunities that help create lasting solutions to hunger and its root causes in southwestern Pennsylvania. Liz resides in Forest Hills with her husband Matt and two kids, Liliana and Filip.

Sarah McMullen, M.B.A., is an ESC volunteer and Director of the Project Management Office for University Communications and Marketing at the University of Pittsburgh. She has worked for Pittsburgh nonprofits and education organizations for over 20 years in program and resource development, project management, volunteer management, event management, marketing, process improvement and optimization, CRM systems, and strategic partnerships. Sarah holds a B.A. from Westminster College and an M.B.A. in nonprofit management from Marylhurst University. She is board secretary for the North Hills Art Center and board chair and development/fundraising committee chair for the Institute for Equity-Centered Leadership. She is a fiber artist and participates in independent shows and community-based fiber art projects.

Chris Mielo is the Communications Manager at Achieva, where he develops content to share the important work Achieva does in the community for families and people with disabilities, and manages their three brands across 12 social media channels. He has developed videos for the North Side Steelers Youth Athletic Association, The Pittsburgh Steelwheelers, DON Services, Pennsylvania's Technical Training Assistance Network (PaTTAN), PA's Office of Vocational Rehabilitation, and done player photos for The Miracle League through Pittsburgh Pirates Charities. He has a B.A. in media arts from Robert Morris University's TV/Video Production program.

Molly Minman is a current Ph.D. candidate at Gannon University studying Organizational Learning and Leadership. She received her MPA from Gannon, and her BA in Communication from Robert Morris University. Her experience in the nonprofit sector has focused on development, social services, and grant management. She currently works as an adjunct lecturer at Gannon, in addition to assisting small nonprofits in rural areas of Western PA with grants and development. She is a wife, and a proud mom to three boys 5 and under.

Susan Alexander Ott, Esq. is tax attorney, specializing in tax-exempt, health, estates and trusts and transactional law, at Owen Law Group, LLC with a strong background in nonprofit health administration and development. Susan holds M.P.H. and B.S. degrees from the University of Pittsburgh and a J.D. from Duquesne University School of Law. A member of the Pittsburgh Planned Giving Council and board member of the Westmoreland Symphony Orchestra, she is a member of the Pennsylvania, Allegheny and Westmoreland Bar Associations and is the former President of the ACBA Health Law Section. Susan teaches will writing at Allegheny County Community College and Health Law at the University of Pittsburgh, Greensburg.

Dr. Jo Ellen Parker is a former college president and museum executive with extensive fundraising experience. As President and CEO of Carnegie Museums of Pittsburgh, she oversaw the successful campaign to expand the Carnegie Science Center. A long-time educator, she loves sharing information to help nonprofit leaders and their organizations thrive.

Melanie Rutan works with a wide variety of nonprofit clients at Bookminders, where she serves as an accountant and trainer. She received her B.S. in business administration with an emphasis in accounting from West Virginia State College in 1988 (Summa Cum Laude). Melanie was an Examiner-In-Charge with the Federal Deposit Insurance Corporation (FDIC) for 11 years before joining Bookminders in 2001.

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Jaime Simmons is Associate Director for The Covestro Center for Community Engagement at Robert Morris University. For over 25 years, she has aided in building sustainable and vibrant nonprofit organizations as a leader, front-line team member, consultant, and board member. Her interests vary, but right now is focused on nonprofit organizational development, feminist and other alternative organizational structures, and investigating how people have used nonprofits in placemaking and social movements. She loves teaching and talking about nonprofits and is an adjunct at several colleges. She has earned a M.A. in socially responsible business, M.A. in organizational design and systems and is a doctoral candidate in community engagement.

Doug Smith is the Assistant Executive Director at Light of Life Rescue Mission, which brings hope and healing to men, women, and families experiencing homelessness, poverty, and addiction. He's also the Founder of L3 Leadership, a leadership development organization that connects and develops leaders through podcasts, coaching, mastermind groups, and the L3 One Day Leadership Conference. An entrepreneur, speaker, coach, and sought-after leadership advisor, he hosts the L3 Leadership weekly podcast where he has interviewed world-class leaders. Doug earned a degree in business administration from Robert Morris University and finds his greatest joy at home with his wife, Laura, and their four children.

Chris Thyberg understands the challenge of leading effectively in complexity and how vital it is for leaders to have a partner in their professional and personal growth. After 30+ years in leadership at Carnegie Mellon, Penn State and a global nonprofit, Chris now offers executive coaching to emerging and experienced leaders in all sectors. Since 1987, Chris and his family have lived in East Liberty, shared in its gains and losses, and take hope from rising community leaders. To serve the common good fuels his passion to support purpose-minded leaders who empower and sustain resilient organizations committed to our shared flourishing. You can find Chris on *LinkedIn*.

Dave Tinker, CFRE, FAFP is Vice President of Advancement at ACHIEVA and an adjunct professor of informatics at Muskingum University's Master of Information Strategy, Systems and Technology program. A certified Association of Fundraising Professionals Master Trainer, he was honored by AFP International as one of the first six Distinguished Fellows. Dave received an M.P.A. with a concentration in nonprofit management from the Lilly Family School of Philanthropy at Indiana University. He received a B.A. in chemistry and English and an Master of Information Strategy, Systems and Technology from Muskingum University. He is also a graduate of Leadership Works – Indianapolis, Class III.

Dr. Karen Trichtinger is a Ph.D.-level Industrial/Organizational Psychologist, a senior professional in human resources, and a Certified Professional Coach. The has three decades of experience in various Organizational Development capacities helping organizations operate as efficiently and effectively as possible. With a passion for learning, Karen continually seeks ways to develop and grow. Her goal is to help as many people as possible achieve success, flow and happiness.

Megan Troxell, Partner, A&A Services Group has over 16 years' experience in public accounting, specializing in audit and accounting services for nonprofit organizations. She serves as board vice chair for George Junior Republic, treasurer for Family Guidance, and treasurer for Community Bible Study – Pittsburgh West. She is an active volunteer with her church and children's school, and a member of the 2022 Cohort of the Pittsburgh Foundation's New Philanthropic Leaders program. A valued coach and role model for developing CPAs at GYF, Megan serves as Business Mentor through Pittsburgh Fellows. She is an active member of the Pennsylvania Institute of CPAs, and was named as one of their "Women to Watch" in 2020.

Derek Vent directs a team of project managers and analysts and is effective at developing relationships and influencing the delivery of transformational initiatives. As a trusted advisor, he provides tactical insights, proper sequencing of key initiatives, and mentor teams to deliver results. Derek is experienced in leading collaboration and executing on objectives with teams located in multiple locations and remotely.

Sara Walters is an assistant director and therapist for the RMU Counseling Center. She is a licensed professional counselor and a national certified counselor. Sarah is credentialed as a Certified Clinical Trauma Professional, as well as being a fully trained EMDR therapist. Prior to her career as a therapist, Sarah served as the Executive Director for Breakthrough Pittsburgh, an educational nonprofit. Sarah has a Master of Arts in conflict resolution and peace studies from Duquesne University and a Master of Science in clinical mental health counseling from California University of Pennsylvania, now PennWest California.

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CLASS REGISTRATION

Register and pay for classes online at **rmu.edu/bcnmregistration.**

The registration deadline for all classes is one week before the class begins (or the first session of a series), and all registration fees must be paid online prior to the class. The decision to cancel is made one week prior to the class, so please register early.

Withdrawal and Refund Policy

A full refund will be granted if the Bayer Center is notified of withdrawal at least five business days prior to the start of the session. No refund will be granted if the individual fails to attend or notify the Bayer Center five days prior to the event. A participant may transfer their registration to another member of their organization without penalty, but must notify the Bayer Center at least one business day prior to the start of the session.

Cancellation Policy

The Bayer Center reserves the right to cancel any class. If a class is canceled, a full refund of tuition fees or credit toward another class will be given, per the registered participant's preference.

Scholarships

A limited number of partial scholarships are available to organizations demonstrating significant budget restraints. To be considered for a partial scholarship, please complete our **online application**.

Please Note

Registration confirmations, notices of class changes, and other critical information are conveyed via email sent from **bcnm@rmu.edu** and **richardsc@rmu.edu**. Please check your email the morning of any class for last-minute changes or cancellations. If your email program uses a spam filter, it may be necessary to add **bcnm@rmu.edu** and **richardsc@rmu.edu** to your address book so that you receive updates and information.

All classes are online via Zoom unless otherwise noted.

BAYER CENTER FOR NONPROFIT MANAGEMENT

6001 UNIVERSITY BOULEVARD
MOON TOWNSHIP, PA 15108

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Funders

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...and our generous individual supporters and the invaluable nonprofit organizations whom we serve as clients and students!