

MANAGEMENT

for Nonprofits & Corporate Giving Programs

A Bibliography

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NONPROFIT MANAGEMENT

Beyond Profit, the Complete Guide to Managing the Nonprofit Organization

Fred Setterberg and Kary Schulman

FIC 361.7068 SETTERB

Covers a full range of management issues with many examples.

The Facts on File Dictionary of Nonprofit Organization Management

J. Steven Ott and Jay M. Shafritz

FIC R 658.048 OTT

As the title suggests, an alphabetically arranged compilation of theories, jargon, concepts, practices, laws, institutions, literature and people in the field.

Managing a Nonprofit Organization

Thomas Wolf

FIC 658.048 WOLF

FIC R 658.048 WOLF

Covers all aspects of managing nonprofits with a plethora of examples, case histories and checklists.

Managing for Profit in the Nonprofit World

Paul B. Firstenberg

FIC 658.048 FIRSTEN

FIC R 658.048 FIRSTEN

Addresses legal considerations, financial growth, marketing, managerial skills, board relations and tax planning.

Managing the Non-profit Organization; Practices and Principles

Peter F. Drucker

FIC 658.048 DRUCKER

Discusses a broad range of nonprofit issues (except legal issues, accounting and budgeting), many through interviews with experts."

A Nonprofit Organization Operating Manual; Planning for Survival and Growth

Arnold J. Olenick and Philip R. Olenick

FIC 658.048 OLENICK

FIC R 658.048 OLENICK

In-depth coverage of a full range of topics pertaining to starting and managing small and medium nonprofits.

Nonprofit Personnel Policies

FIC R 658.048 NONPROF

Sample policies with explanations of why each is essential, and reminders of legal details to be aware of. Also, sample forms, letters and waivers.

Personnel Matters in the Nonprofit Organization

Edited by Earl W. Anthes and Jerry Cronin

FIC R 658.048 PERSONN

15 essays describing the nonprofit personnel environment; advice for solving practical problems.

Quality Management in the Nonprofit World

Larry W. Kennedy

FIC R 658.15 KENNEDY

Explains how managing for quality can not only improve the services provided by nonprofits, but also increase the number of people they serve. Describes management techniques, training systems and performance standards.



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Raise More Money for Your Nonprofit Organization
Anne L. New
FIC R 361.7068 NEW
Despite its title and major theme, this is a management book full of checklists for many nonprofit managerial functions.

Strategic Management of Public and third Sector Organizations; A Handbook for Leaders
Paul C. Nutt and Robert W. Backoff
FIC R 658.048 NUTT
Defines the purpose of specific strategies and describes a step-by-step implementation approach. Useful for nonprofits who want to align their energy with the organization's aims.

Measuring Up: *Governing's* Guide to Performance Measurement for Geniuses
Jonathan Walters
FIC 352.3097 WALTERS
FIC R 352.3097 WALTERS
Plain language guide to the management technique known as Performance Measurement.

These magazines are indexed in Catalog of Nonprofit Literature on The Foundation Center web page: <http://cnl.foundationcenter.org/>

- » The Chronicle of Philanthropy
- » Nonprofit Times

CORPORATE GIVING

Exemplary Grantmaking Practices Manual
Furnari, Mollner, Oldendahl and Shaw
FIC R 361.7068 EXEMPLA

The Grantmaking Process: the Basics
Council on Foundations
FIC R 361.7068 GRANTMA

Integrating Corporate Community Involvement for Added Value: Trends and Case Studies
Coy, John F.
FIC R 307.14 COY 1996

The Price of a Dream: The Story of the Grameen Bank and the Idea that is Helping the Poor to Change Their Lives
Bornstein, David

FIC R 332.1095 BORNSTE

Use of Fiscal Agents: A Trap for the Unwary
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Developing a Corporate Volunteer Program: Guidelines for Success
Points of Light Foundation
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Foundations and Lobbying: Safe Ways to Affect Public Policy
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FIC R 361.7 EDIE 1991

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Council on Foundations
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Organizing Corporate Contributions: Options and Strategies
Clark, Sylvia and Kate Dewey
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Made Possible By: Succeeding With Sponsorship
Martin, Patricia
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A Guide to Strategic Planning for Corporate Contributions
Giroud, Cynthia D., revised by Lori A. Vacek
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Beyond Spin: The Power of Strategic Corporate Journalism
Kounalakis, Markos, Drew Banks and Kim Daus
FIC R 658.453 KOUNALA 1999

Brand Spirit: How Cause Related Marketing Builds Brands
Pringle, Hamish and Marjorie Thompson
FIC R 658.453 PRINGLE 1999

PLANNED GIVING MANAGEMENT

The Complete Guide to Planned Giving
Debra Ashton
FIC 361.7068 ASHTON
Practical information about the development, operation,
tax consequences and necessary resources.

How to Build a Big Endowment
Public Management Institute
FIC R 361.7068 HOW TO
Discusses the building of a simplified deferred giving
program and explains the organization of trust and annuity
programs.

How to Rate Your Development Office
Robert J. Berendt and J. Richard Taft
FIC 361.7068 BERENDT
Written for the CEO of an organization, discusses the
mechanics of building a sound development program,
including planned giving.

Planned Giving: For the One Person Office
David G. Schmeling
FIC R 361.7068 SCHMELI
Designed to assist the staff of a small development office
build an effective planned giving component.

Planned Giving: Management, Marketing and Law
Ronald R. Jordan, Katelyn L. Quinn and Carolyn M. Osteen
FIC R 658.153 JORDAN
Written from a legal perspective, it includes sample
documents for use in creating and administering a planned
giving program.

Partnership for Philanthropic Planning (formerly the
National Committee on Planned Giving): [http://
www.pppnet.org/](http://www.pppnet.org/)

Planned Giving Design Center: <http://www.pgdc.com/>