



BERKS COUNTY  
COMMUNITY FOUNDATION

**Berks County Community Foundation's  
Nonprofit Management Certificate Program  
Application**

Berks County Community Foundation's Nonprofit Management Certificate Program brings instructors from The Nonprofit Center at LaSalle University to Berks County's nonprofit community for a ten-month professional development opportunity designed exclusively for nonprofit executive directors and high-potential staff members. The program includes three group lunches at the Community Foundation, six daylong in-person nonprofit management classes at the Community Foundation's office in Reading with breakfast and lunch provided, and three nonprofit management webinars.

Applicants must be employed by a 501(c)(3) nonprofit organization in Berks County, Pennsylvania.

Previous applicants who were not selected for the 2020 program are encouraged to apply again.

**Cost:**

The certificate program costs approximately \$2,000 per person. Nonprofit organizations are asked to contribute \$500 toward this cost for their executives. Berks County Community Foundation covers the remaining \$1,500 per student.

**Applications are due no later than August 9, 2022. The cohort is limited to 20 participants.**

**General Information**

Your Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Your Current Job**

Current Position: \_\_\_\_\_

Years at this organization: \_\_\_\_\_

Supervisor's name (if you report to a board of directors, list the board chair's name): \_\_\_\_\_

Description of current duties:

Why are you interested in participating in this certificate program?

**Previous Job**

Previous position: \_\_\_\_\_

Previous organization: \_\_\_\_\_

Number of years at this organization: \_\_\_\_\_

Total number of years of professional experience: \_\_\_\_\_

**Your Education**

Please list any degrees you hold and the institution you earned them from:

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Please list any significant coursework or training you've completed other than those listed above:

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**Please attach:**                           A copy of your resume

**Signatures**

By signing below, I agree to be considered for the 2022-2023 Berks County Community Foundation Nonprofit Management Certificate program. I understand that this complete application may be reviewed by a selection committee, if needed, and by Berks County Community Foundation staff members.

Signature and Date:                    \_\_\_\_\_

Please have your supervisor or board chair sign below:

Our organization/board of directors will pay \$500 of the cost of this program if

\_\_\_\_\_ is selected as part of the 2022-2023 cohort.

Supervisor's signature and Date:                    \_\_\_\_\_

Complete the application and return it, along with a copy of your resume, to Kim Sheffer at Berks County Community Foundation, 237 Court Street, Reading, PA 19601, or via email to [kims@bccf.org](mailto:kims@bccf.org).