



## Portfolio Manual



## American Humanics, Inc.

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A national alliance of colleges, universities and nonprofits dedicated to educating, preparing and certifying professionals to lead and strengthen nonprofit organizations.

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# Creating and Organizing Your Portfolio:

## Introduction

Every student who is seeking American Humanics Certification as well as an UND 18-credit Certificate or 21-credit minor is required to maintain a portfolio. This document contains information to help you with the completion of the portfolio.

A portfolio is a collection of materials assembled to demonstrate to others what you have accomplished and/or are able to do. American Humanics, Inc., in consultation with its partner colleges, universities, and nonprofit organizations, has identified a set of competencies that professionals should possess for work in nonprofit organizations. Your portfolio is a collection of documents (statements, letters, records, papers, syllabi, etc.) and materials assembled to demonstrate and exhibit you and your skills.

- Select a convenient and safe place to organize and store your materials.
- Organize your materials according to competency areas identified in certification requirements.
- Utilize file drawer, manila folders, file folders etc. to organize materials so that they can be easily retrieved when you're building your portfolio.

## Selecting Items for Your Portfolio:

Your goal, when selecting items for placement in your portfolio, is to choose materials and documents that best portray your ability to perform in an identified competency area. Add subsequent items that provide new and different insights regarding your accomplishments. This will help you to organize your portfolio efficiently and concisely.

You will identify three items for each competency area that you feel assisted you in becoming knowledgeable and proficient in the program competencies. You may utilize a variety of opportunities, programs, courses, workshops, and activities that will help you to meet competency requirements. Please consider using a variety of opportunities when choosing experiences.

You will complete an integrative paper at the beginning of each competency addressing why you chose the three experiences and feel they assisted you in your understanding and aptitude defined for each competency area. You will provide an artifact for each experience you chose to further substantiate your competence in each area.

## Displaying Items in Your Portfolio:

Your portfolio should be a collection that is easily stored, carried, and shown.

- Utilize a three-ring binder
- Protect original documents in acetate sleeves

## Competency Transition:

**SELECT COMPETENCY SET BASED ON YOUR ENROLLMENT DATE IN THE PROGRAM**

- **Enrolled before 7/1/08 please follow 2004 competency set**
- **Enrolled after 7/1/08 please follow 2008 competency set**

Competencies	2004 Competency Set Students must <u>complete</u>	2008 Competency Set Students must <u>complete</u>
Board/Committee Development	X	X
Community Outreach/Marketing & Public Relations (previously Nonprofit Marketing)	X	X
Diversity Awareness		X
Ethics and Values		X
Fundraising Principles & Practices	X	X
Historical & Philosophical Foundations	X	X
Information Management & Technology		X
Nonprofit Accounting & Financial Management	X	X
Nonprofit Management (previously General Nonprofit Management)	X	X
Program Planning, Implementation, and Evaluation (previously Nonprofit Program Planning)	X	X
Risk Management & Legal Issues (previously Nonprofit Risk Management)	X	X
Volunteer Management		X
Youth & Adult Development	X	X
Career Development & Exploration	X	X
Communication Skills	X	X
Employability Skills	X	X
Personal Attributes	X	X
Human Resource Development & Supervision	X	

## **2004 Competency Set**

### **PROFESSIONAL DEVELOPMENT COMPETENCIES**

Board/Committee Development

Nonprofit Marketing

Fundraising Principles and Practices

Historical & Philosophical Foundations

Nonprofit Accounting & Financial Management

General Nonprofit Management

Nonprofit Program Planning

Nonprofit Risk Management

Youth and Adult Development

Human Resources Development and Supervision

### **FOUNDATION COMPETENCIES**

Career Development and Exploration

Communications Skills

Employability Skills

Personal Attributes

## **2008 Competency Set**

### **PROFESSIONAL DEVELOPMENT COMPETENCIES**

Board/Committee Development

Community Outreach/Marketing and Public Relations

Diversity Awareness

Ethics and Values

Fundraising Principles and Practices

Historical & Philosophical Foundations

Information Management & Technology

Nonprofit Accounting & Financial Management

Nonprofit Management

Program Planning, Implementation, and Evaluation

Risk Management and Legal Issues

Volunteer Management

Youth and Adult Development

### **FOUNDATION COMPETENCIES**

Career Development and Exploration

Communications Skills

Employability Skills

Personal Attributes

# Certification Tracking/Goal Planning Sheets

The certification tracking sheets help you organize at a glance how you intend to meet each competency area and the date in which it is completed. This section should be completed with the Nonprofit Leadership Program Coordinator to initially identify goals for meeting each competency area, and signing off date completion.

**FOR THOSE USING 2004 COMPETENCY SET, DISREGARD ADDITIONAL COMPETENCIES WHEN COMPLETING THE CERTIFICATION TRACKING SHEETS.**

## ***PROFESSIONAL DEVELOPMENT COMPETENCIES***

### **Board/Committee Development**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_  
\_\_\_\_\_ Date completed: \_\_\_\_\_  
\_\_\_\_\_ Date completed: \_\_\_\_\_

### **Community Outreach/Marketing and Public Relations**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_  
\_\_\_\_\_ Date completed: \_\_\_\_\_  
\_\_\_\_\_ Date completed: \_\_\_\_\_

### **Diversity Awareness**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_  
\_\_\_\_\_ Date completed: \_\_\_\_\_  
\_\_\_\_\_ Date completed: \_\_\_\_\_

### **Ethics and Values**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_  
\_\_\_\_\_ Date completed: \_\_\_\_\_  
\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Fundraising Principles and Practices**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Historical and Philosophical Foundations**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Information Management and Technology**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Nonprofit Accounting and Financial Management**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Nonprofit Management**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Program Planning, Implementation and Evaluation**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Risk Management and Legal Issues**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Volunteer Management**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Youth and Adult Development**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## ***FOUNDATION COMPETENCIES***

### **Career Development and Exploration**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

### **Communication Skills**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

### **Employability Skills**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

### **Personal Attributes**

To meet this competency area, I intend to complete the following:

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

\_\_\_\_\_ Date completed: \_\_\_\_\_

## **Exit Interview and Oral Presentation of Portfolio**

You will present your portfolio orally in an exit interview with the Nonprofit Leadership Program (NLP) coordinator to review your portfolio and evaluate attainment and comprehension of the expectations/ indicators of the identified competencies required for the Nonprofit Leadership Program Certificate or Minor.

Once you have completed your oral presentation and exit interview you will complete the American Humanics On-line Profile process. Please follow instructions to complete the on-line profile with American Humanics. After you have completed the on-line profile you will indicate it is ready for approval by NLP coordinator. The NLP coordinator will review and approve and submit for final approval with American Humanics.

# Internship Experience

Students must complete a 300-hour internship at a nonprofit organization(s) that has been approved. Students work with their major department advisor as well as the Nonprofit Leadership Program Coordinator to determine an internship site and requirements for completing the internship.

Name of Agency: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Number of hours completed: \_\_\_\_\_  
Competencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Agency: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Number of hours completed: \_\_\_\_\_  
Competencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Agency: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Number of hours completed: \_\_\_\_\_  
Competencies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Professional Development Competencies:**

### **Board/Committee Development**

#### **EXPECTATIONS AND INDICATORS**

- Explain the purpose and structure of nonprofit boards and their relationship(s) to the agency.
- Discuss strategies to create effective boards.
- Discuss strategies for determining staff support needs for committees and boards.
- Demonstrate an awareness and understanding that board members are volunteers.
- Discuss the importance of providing supervision and support for committee and board members.
- Discuss strategies for recruiting members to the board of directors.
- Explain the importance of fostering board/volunteer/staff relationships.
- Explain the importance of board recognition and evaluation.

### **Community Outreach/Marketing and Public Relations**

#### **EXPECTATIONS AND INDICATORS**

- Explain the role of community outreach and developments activities in creating public awareness of the mission of nonprofit organizations
- Demonstrate an understanding of public relations and marketing functions in a nonprofit organization
- Develop strategies for obtaining client feedback.
- Discuss strategies for conducting a community needs assessment.
- Describe the process for creating and implementing an effective marketing plan

### **Diversity Awareness**

#### **EXPECTATIONS AND INDICATORS**

- Demonstrate preparedness for professional practice in culturally diverse settings
- Demonstrate interaction skills with diverse populations
- Understand alternative views
- Appreciate similarities and differences
- Mindfully approach and successfully navigate encounters, dilemmas, and challenges with diverse populations

### **Ethics and Values**

#### **EXPECTATIONS AND INDICATORS**

- Explain the importance of having standards and a code of conduct in a nonprofit organization
- Explain the importance of accountability in a nonprofit organization
- Explain the value of a commitment to the service of others

## **Fundraising Principles and Practices**

### **EXPECTATIONS AND INDICATORS**

- Discuss the importance of developing fundraising activities that support the mission of the organization
- Discuss the various form and methods of fundraising, including major gifts, planned giving, in-kind support, annual funds, grants and special events
- Explain the variety of techniques and skills used to raise funds from a variety of sources
- Discuss reason why individuals, corporations, foundations, and government agencies give to nonprofit organizations
- Discuss the aspects of managing the fundraising process
- Demonstrate the ability to write an organizational case statement and grant proposal

## **Historical & Philosophical Foundations**

### **EXPECTATIONS AND INDICATORS**

- Describe the unique character and structure of nonprofit organizations and role in the civil society
- Identify the various types of nonprofit organizations that compose the sector
- Understand the historical, philosophical, religious, political, economic, and social forces that shaped the development of the nonprofit sector in contemporary American society.

## **Information Management & Technology**

### **EXPECTATIONS AND INDICATORS**

- Demonstrate basic computer literacy skills
- Identify component parts of computer equipment and available technology
- Explain the important of the role of information technology in the nonprofit sector
- Discuss the social impact and responsibility of technology
- Explain ethical considerations of using technology in the nonprofit sector
- Demonstrate awareness and knowledge of technology resources

## **Nonprofit Accounting & Financial Management**

### **EXPECTATIONS AND INDICATORS**

- Identify and explain the fundamental principles of nonprofit accounting
- Explain components of, and procedures for, developing a budget for a nonprofit agency
- Explain the principles and standards for effective control and monitoring of fiscal operations
- Read and interpret financial statements and audit reports

## **Nonprofit Management**

### **EXPECTATIONS AND INDICATORS**

- Explain the importance of a mission orientation and mission statement for nonprofit organizations
- Explain the role of nonprofit organizations in advocacy and the public policy process
- Demonstrate basic knowledge of human resource and employment issues
- Demonstrate basic knowledge of strategic planning components

## **Program Planning, Implementation, and Evaluation**

### **EXPECTATIONS AND INDICATORS**

- Describe the process for developing and implementing new programs, including conducting a needs assessment for the targeted clientele
- Describe the importance of building inclusive programs for diverse individuals and groups
- Discuss scheduling considerations and challenges for activities and staffing
- Discuss how programs may be promoted by accessing various media
- Discuss criteria for evaluating program outcomes

## **Risk Management and Legal Issues**

### **EXPECTATIONS AND INDICATORS**

- Demonstrate a working knowledge of the basic laws and regulations under which nonprofits operate
- Describe the four basic steps involved in risk management
- Explain effective risk management and crisis management

## **Volunteer Management**

### **EXPECTATIONS AND INDICATORS**

- Discuss the reasons why people do and do not volunteer
- Explain techniques for the recruitment, orientation, training, motivation, supervision, evaluation, recognition and retention of volunteers
- Explain the importance of fostering volunteer/staff relationships
- Describe the components of a volunteer program
- Describe the process used to plan, develop and implement a volunteer program

## **Youth and Adult Development**

### **EXPECTATIONS AND INDICATORS**

- Describe the development stages and needs of youth and how they differ from those of adults
- Explain the ways in which nonprofit organizations meet the development needs of youth and adults
- Demonstrate ability to plan, organize and conduct activities that encourage and foster mentoring among youth and youth workers
- Explain the importance of recognizing red flags and engaging in appropriate follow-up for child protection issues
- Explain the challenges faced, and special skills required, by youth workers
- Discuss basic research findings in areas of youth development and mentoring

## **Foundation Competencies:**

### **Career Development and Exploration**

#### **EXPECTATIONS AND INDICATORS**

- Demonstrate personal commitment to the mission of a nonprofit organization
- Discuss the personal rewards for a career in the nonprofit sector
- Describe opportunities for careers in the nonprofit sector
- Discuss the realities of the entry-level employment market, including opportunities for growth, the need for relocation and the expected salary ranges
- Communicate the primary focus of the mission for three or four of American Humanics' National Nonprofit Partners

### **Communications Skills**

#### **EXPECTATIONS AND INDICATORS**

- Use effective verbal and nonverbal communication skills
- Use proper grammar and vocabulary in written and oral communication
- Demonstrate effective public speaking skills
- Use effective listening techniques
- Demonstrate the ability to address various members of constituents groups appropriately

### **Employability Skills**

#### **EXPECTATIONS AND INDICATORS**

- Develop an effective resume
- Prepare appropriate job search correspondence
- Research a nonprofit organization to determine capability with personal values and goals
- Prepare for an interview
- Exhibit appropriate personal appearance
- Demonstrate effective interviewing skills
- Demonstrate appropriate interview follow-up practices

### **Personal Attributes**

#### **EXPECTATIONS AND INDICATORS**

- Demonstrate a positive attitude
- Demonstrate initiative
- Exhibit ethical and responsible behavior
- Demonstrate honesty and integrity
- Demonstrate the ability to be an effective team member
- Demonstrate leadership characteristics
- Demonstrate time-management skills