

Nonprofit Management Resource Library

Title	Author	Brief Description <i>from book jacket.</i>
Better Together: Restoring the American Community	Robert D. Putnam, Lewis M. Feldstein w/ Don Cohen	In Better Together Putnam and coauthor Lewis Feldstein tell the inspiring stories of people who are reweaving the social fabric by bringing their own communities together or building bridges to others.
Boards that Love Fundraising: A How to Guide for Your Board	Robert M. Zimmerman & Ann W. Lenman	Boards That Love Fundraising is an easy-to-use workbook in which board members will find the information and skills they need to overcome the "fear factor" and become confident, successful fundraisers.
Bowling Alone: The Collapse & Revival of American Community	Robert D. Putnam	"Drawing on vast new data that reveal American's changing behavior, Putnam shows how we have become increasingly disconnected from one another and how social structures, whether they be the PTA, church or political parties, have disintegrated. Until the publication of this groundbreaking work, no one had so deftly diagnosed the harm that these broken bonds have wreaked on our physical and civic health, no had anyone exalted the fundamental power of these bonds in creating a society that is happy, well educated, healthy and safe." Richard Flacks, LA Times
Building Local Leadership: How to Start a Program for your Town or Community		This guidebook can help your community start a local leadership development program at the town, county, or regional level.
Demystifying Grant Seeking: What You Really Need to do to Get Grants	Larissa Golden Brown & Martin John Brown	Written for nonprofit professionals and fundraisers-no matter what their level of expertise-this hands-on resource outlines a five-step program that will help to dispel myths, overcome fears, and lead to grant-seeking success.

Driving Strategic Planning: A Nonprofit Executive's Guide	Deborah L. Kocsis & Susan A. Waechter	Little can seem more daunting to a chief executive than leading an organization in strategic planning. Deborah Kocsis & Susan Waechter provide a roadmap to the planning process itself, with particular emphasis on the steps to take in order to optimize contributions from board and staff.
Execution: The Discipline of Getting Things Done	Larry Bossidy & Ram Charan	The book that shows how to get the job done and deliver results...whether you're running an entire company or in your first management job.
Fearless Fundraising For Nonprofit Boards	Worth George	Written for individual board members as well as board chairs, development committee chairs, and chief executives, Fearless Fundraising for Nonprofit Boards presents ways to motivate and empower board members so they whole-heartedly involve themselves in fundraising activities.
Fundraising for the Long Haul	Kim Klein	Along with tips and techniques, Klein presents the philosophical underpinnings for long-term commitment to social change work and the means to make it sustainable. Speaking to the difficulties of organizations that are understaffed and under resourced, Klein provides practical assistance for developing a healthy fundraising program that will be successful for the long haul.
High Impact Philanthropy: How Donors, Boards, and Nonprofit Organizations Can Transform Communities	Kay Sprinkel Grace & Alan L. Wendroff	This book is about change: changes that can happen in communities when philanthropy succeeds, and changes that must happen within the nonprofit sector if those truly transforming investments are to be made.
Gala: The Special Event Planner for Professionals and Volunteers	Patti Coons	If you are responsible for your organization's next big event-whether it is a black tie dinner, a political barbecue, a charity walk-a-thon, a celebrity speech, a school auction, a capital campaign, or a business launch to benefit your favorite cause-everything you need to know and do is in this easy-to-use book.

<p>Good to Great: Why Some Companies Make the Leap & Others Don't</p>	<p>Jim Collins</p>	<p>For years, this question preyed on the mind of Jim Collins. Are there companies that defy gravity and convert long-term mediocrity or worse into long-term superiority? And if so, what are the universal distinguishing characteristics that cause a company to go from good to great?</p>
<p>How Effective Nonprofits Work: A Guide for Donors, Board Members & Foundation Officers</p>	<p>Marcia Festen & Marianne Philbin</p>	<p>How Effective Nonprofits Work: A Guide for Donors, Board Members, and Foundation Officers serves both new and seasoned donors who seek a better understanding of the organizations to which they may contribute time and money.</p>
<p>How to Write Successful Fundraising Letters</p>	<p>Mal Warwick</p>	<p>"This book is the definitive guide for those working in the development, public relations, or marketing offices of colleges, hospitals, museums and other nonprofit institutions; for their directors and board members, and for all those who simply want to get better results from their fundraising appeals." Paul Wellstone, U.S. Senator, Minnesota</p>
<p>Leadership 101: What Every Leader Needs to Know</p>	<p>John C. Maxwell</p>	<p>No matter who you are, you can lead - and lead well. That is the message New York Times best-selling author John C. Maxwell gives in this power-packed guidebook: Leadership 101. Here the consummate leader offers a succinct and inspiring framework for enhancing the leadership abilities you already possess.</p>
<p>Lessons in Leadership from Your Neighborhood: Making Connections, Building Relationships, Energizing Communities, Where You Work & Live</p>	<p>Bunny & Larry Holman</p>	<p>It's all related. That may be the dominant theme in a book that is destined to change the way you look at neighborhoods...and at business.</p>
<p>Loyalty Rules: How Today's Leaders Build Lasting Relationships</p>	<p>Frederick F. Reichheld</p>	<p>Fewer than half of today's employees believe that their companies deserve their loyalty. Web-empowered customers now defect more easily and more quickly than ever. Has loyalty become an outdated notion in today's marketplace?</p>

<p>New Directions in Civic Engagement: University Avenue Meets Main Street</p>		<p>In this edited monograph, nearly twenty distinguished leaders in the fields of higher education and community development share their insights about how and why higher education must take a more active, engaged role in local communities.</p>
<p>Panel of the Nonprofit Sector: Strengthening Transparency Governance Accountability of Charitable Organizations</p>		<p>The Panel on the Nonprofit Sector brought together thousands of people involved with charities and foundations—staff, board members, volunteers, donors, along with governments officials and many others from the public sector—for a thorough examination of nonprofit governance, transparency, and ethical standards. This report offers recommendations for a comprehensive approach to improving transparency & governance, and provides approaches that maintain the crucial balance between legitimate oversight and protecting the independence that charitable organizations need to remain innovative and effective.</p>
<p>Quotes & Quips: Insights on Living the 7 Habits</p>	<p>Franklin Covey</p>	<p>Quotes & Quips is a compilation of quotes that unleashes the powerful ideas found in the 7 Habits of Highly Effective People. From the wisdom of ancient China to the great minds of our day, timeless ideas from all over the world illuminate the principles of the 7 Habits and provide insights on practicing them in your life.</p>
<p>Raise More Money: The Best of the Grassroots Fundraising Journal</p>	<p>Edited by: Kim Klein & Stephanie Roth</p>	<p>Raise More Money: The Best of the Grassroots Fundraising Journal offers small nonprofit organizations a wealth of tips, strategies and guidance on how to raise money from their communities, reduce their dependence on foundations or corporations, and develop long-term financial stability.</p>

<p>Rambam's Ladder: A Meditation on Generosity and Why it is Necessary to Give</p>	<p>Julie Salamon</p>	<p>Helping others...the pleasure of it, the need for it, and the questions it raises. Nearly a thousand years ago, Maimonides, the philosopher and physician known to his followers as Rambam, pondered issues of righteousness and obligation. Out of it came his timeless Ladder of Charity. With Rambam as her guide, Julie Salamon explores the contemporary world of giving, and inspires every reader to get a toehold on the Ladder and start climbing.</p>
<p>Relationships 101: What Every Leader Needs to Know</p>	<p>John C. Maxwell</p>	<p>Leadership is a relationship-intensive endeavor. If your people skills aren't strong, neither will be your leadership. "if People aren't following you," sums up New York Times and Business Week best-selling author Dr. John C. Maxwell, "then you're not really leading." In Relationships 101, Maxwell provides time-tested principles for developing healthy relationships with others and inside and outside of your organization.</p>
<p>Relationship Fundraising: A Donor-Based Approach to the Business of Raising Money</p>	<p>Ken Burnett</p>	<p>Internationally acclaimed fundraising consultant, Ken Burnett has completely revised and updated his classic book Relationship Fundraising to offer fundraising professionals an invaluable resource for learning the techniques of effective communication with donors in a fast-changing environment.</p>
<p>Solutions for America, Inventing Civic Solutions: A How to Guide on Launching & Sustaining Successful Community Programs</p>		<p>Inventors identify a problem and stay with it until they find a solution; but they rarely, if ever, start from scratch. Prior research and experimentation inform the next generation of ideas and inventions. This is how progress is made. Inventing Civic Solutions accelerates the civic inventing process by highlighting programs and strategies that are having success in addressing urgent community issues.</p>

Strategic Planning Workbook for Nonprofit Organizations	Bryan W. Barry	Written by national strategic planning expert Bryan Barry, this updated edition builds on the original and adds new sections.
The Accidental Fundraiser: A Step by Step Guide to Raising Money for Your Cause	Stephanie Roth & Mimi Ho	The Accidental Fundraiser is a how-to resource that guides you through the process of raising money from your community. The book presents eleven proven fundraising strategies that are easy to carry out and don't require significant funds, large numbers of people, or extensive knowledge of fundraising.
The Cathedral Within: Transforming Your Life by Giving Something Back	Bill Shore	In this wise and inspiring book, social entrepreneur Bill Shore shows us how to make the most of life and do something that counts. Like the cathedral builders of an earlier time, the visionaries described in this memoir share a single desire: to create something that endures. The extraordinary people Shore has met on his travels represent a new movement of citizens who are tapping into vast resources of the private sector to improve public life.
The Foundations Center Guide to Proposal Writing, 4th Edition	Jane C. Geever	Written by Jane C. Geever, who has been creating successful proposals to foundations for more than 30 years, this fourth edition guides you through an entire proposal-writing process, from pre-proposal planning, to the writing itself, to the essential post-grant follow-up.
The Foundations Center Guide to Winning Proposals		What does it take to write a truly great proposal? What are the essential elements and details that grant makers are looking for when deciding which nonprofits and programs to support? To help answer these fundamental questions, The Foundations Center Guide to Winning proposals features twenty complete grant proposals that have been funded by some of today's most influential grant makers.

<p>The Jossey-Bass Handbook of Nonprofit Leadership & Management</p>	<p>Robert D. Herman & Associates</p>	<p>This book brings together leading experts in the nonprofit and management fields to describe effective practice in all the important functions, processes, and strategies of nonprofit organization leadership and management.</p>
<p>The Perfect Gift: The Philanthropic Imagination in Poetry and Pose</p>	<p>Edited by: Amy A. Kass</p>	<p>The Perfect Gift aims to cultivate and enlighten our philanthropic imagination. It addresses us all as present and future philanthropists-as human beings who give, serve and seek to promote the well-being of others. It suggests that we are continually confronted with choices about giving, and offers literary selections intended to help us reflect more seriously on these choices.</p>
<p>The Power of One: One Person, One Rule, One Month</p>	<p>John C. Maxwell w/ Stephen R. Graves & Thomas G. Addington</p>	<p>The Power of One includes engaging stories from history , business, government, and sports to illustrate how others put these principles into practice. You'll easily understand and apply each lesson with help from five daily sections.</p>
<p>The Secrets of Facilitation: The S.M.A.R.T. Guide to Getting Results with Groups</p>	<p>Michael Wilkinson</p>	<p>The Secrets of Facilitation delivers a clear vision of facilitation excellence and reveals the specific techniques effective facilitators use to produce consistent, repeatable results with groups. Author Michael Wilkinson has trained thousands of manager, analysts, and consultants around the world to apply the power of SMART(Structured Meeting and Relating Techniques) facilitation to achieve amazing results with teams and task forces. He shows how anyone can use these proven group techniques in managing, presenting, teaching, planning, selling, and other professional as well as personal situations.</p>
<p>The Servant Leader: Transforming Your Heart, Head, Hands & Habits</p>	<p>Ken Blanchard & Phil Hodges</p>	<p>Business and beliefs. Jesus and your job. Personal and professional. Servant and leader. Even seeing those words paired together makes many people uneasy. Our sophisticated culture encourages us to draw lines and keep our spiritual lives separate from our secular lives. Faith is for Sundays or family gatherings only. Right?</p>

<p>The Treasure Principle: Discovering the Secret of Joyful Giving</p>	<p>Randy Alcorn</p>	<p>Priceless treasure is within your reach. And with it, liberating joy. In Randy Alcorn's The Treasure Principle, you'll unearth a radical teaching of Jesus - a secret wrapped up in giving. Once you discover this secret, life will never look the same. And you won't want it to!</p>
<p>The Ultimate Gift</p>	<p>Jim Stovall</p>	<p>When Jason Stevens receives the news of his great uncle Red's death, he is greedy with anticipation - as are Red's other relatives - to divvy up the man's massive fortune. One by one, Red's beneficiaries receive their portions of the multibillion dollar estate. But when it is at last Jason's turn to collect his inheritance, he finds quite a different fate in store for him. Join Jason on his memorable yearlong quest of discovery - that will captivate the hearts of you and old alike - as he searches for his stake in the Ultimate Gift.</p>
<p>There's No Such Thing as "Business" Ethics: There's Only One Rule for Making Decisions</p>	<p>John C. Maxwell</p>	<p>How can that be? Because a single standard applies to both your business and personal life-and it's one we all know and trust: the Golden Rule.</p>
<p>Who Moved my Cheese?</p>	<p>Spencer Johnson MD</p>	<p>Who Moved My Cheese? Is a simple parable that reveals profound truths about change. It is an amusing and enlightening story of four characters who live in a "Maze" and look for "Cheese" to nourish them and make them happy.</p>
<p>Your Field Guide to Community Building</p>	<p>Vicki Luther & Mary Emery</p>	<p>This publication is intended as a Field Guide for community builders. It was developed to provide a helpful source for both motivation and improved technique. And it was developed with the help of community builders like you.</p>