The University of Washington Tacoma Professional Development Center fosters a diverse, prosperous and connected community through access to professionally-relevant courses and certificate programs for individuals, businesses and public organizations. Our center supports the university’s mission to catalyze the social and economic vitality of the South Puget Sound region.

UW Tacoma PDC has an outstanding opportunity for a **Part-time Extension Lecturer** within its **Nonprofit Management program** for the academic year 2022/2023 with classes starting in April 2023 and development during Fall 2022. Course design will be coordinated with the Program Manager to ensure program cohesion.

The course, **Financial Management for Nonprofits, is expected to meet once per week for three hours in the evenings for 4 weeks.**

**This is an online/virtual course via Zoom and the Canvas LMS**

***Instructional hourly rate and/or course development rate TBD***

Note: As an employee of UW Tacoma any materials developed for this course will be considered a “work for hire” and may be copied, used, or adapted in this or future classes. To the extent that the course materials contain preexisting work, UW Tacoma and PDC will be granted a perpetual, non-exclusive right to those materials, and understand that those materials may be used and adapted by either PDC, the UW Tacoma, or its instructors in the future.

**Hourly Instruction rate includes:**

* Modify lesson plans and presentation materials for the full course,
* Teach in-person class sessions and/coordinate additional guest lecturers on the scheduled dates,
* Additional work of approximately 3-5 hours a week outside of class sessions, for lesson preparation, student interactions, and grading,
* Respond to student inquiries and provide feedback on student work in a timely manner,
* Coordinate with other instructors in the program, including attending existing courses, to ensure that curriculum aligns,
* Adjust and adapt instruction based on student and UW Tacoma feedback, and implement sound pedagogical practices,
* Teach with minimal supervision while maintaining high standards of professionalism, punctuality, and content relevance for adult students in an online environment,
* Interact with individuals from diverse cultural and socioeconomic backgrounds.
* Participate in at least one 60-minute information session (via web conference or in person) during the recruiting season and one instructor team meeting per year.

**Course development rate includes:**

* Update a course curriculum and schedule for a 12-hour program on the Financial Management of Nonprofits based upon approved curriculum abstract and learning objectives.

**REQUIREMENTS**

* Bachelor’s degree from an accredited university,
* At least 7 years of hands-on accounting experience
* At least 3 years of experience as a management consultant and/or professional instructor within the last 5 years for nonprofits
* CPA-certified and licensed
* Excellent interpersonal, oral, and written communication skills,
* Legal authorization to work and receive compensation in the United States.

**Desired:**

* Master’s degree or higher in a relevant field,
* Prior teaching in an academic setting, particularly with adult learners at a university level,
* Experience teaching online using Canvas or other learning management software

*Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

### **COURSE DESCRIPTION AND OUTCOMES**

A skillful understanding of transactions, financial statements and reports as well as internal controls are essential to operating a successful nonprofit. Learn strategies to efficiently manage the financial resources of a nonprofit organization. This course is designed for professionals who work for or with nonprofit organizations.  A background in Finance or Accounting, while helpful, is not required. Participants will:

* Identify the elements of a Nonprofit Financial System.
* Identify key financial terms and concepts as they relate to the effective operation of a nonprofit organization.
* Track income and expenses to specific programs to fulfill expectations of various stakeholders.
* Discuss and understand different classes of net assets.
* Differentiate between contribution and exchange transactions.
* Discuss effective techniques to present a budget to a variety of audiences.
* Review the major nonprofit financial statements including the Statement of Financial Position, the Statement of Activities and the Statement of Functional Expenses; understand the key components of each and how they are important tools to manage an organization.
* Analyze a set of basic financial statements and describe different types of business transactions and their relationship to the organization’s mission.
* Review the reporting requirements of the IRS and analyze the components of a 990.
* Discuss the key ratios used for monitoring an organization's financial health and fiscal stability.
* Know what common internal controls are used to protect the assets of an organization.

**ADDITIONAL INSTRUCTIONS:**
To apply for this position, you must submit:

\* Cover Letter explaining your interest in the position and describing how you meet the minimum and special qualifications and requirements of the position

\* Current Resume or Curriculum Vitae

\* Two Letters of Recommendation

**Please send to Christopher Cellars, Executive Director at** **ccellars@uw.edu**

[The University of Washington is an equal opportunity, affirmative action employer.](https://ap.washington.edu/eoaa/equal-opportunity-statement-for-employment)