



School of Public Affairs  
UNIVERSITY OF COLORADO **DENVER**

**Nonprofit Executive Director**

**MPA- related certificates and concentrations:** Nonprofit Management

**MPA- related courses:**

- PUAD 5110: Seminar in Nonprofit Management
- PUAD 5115: Effective Grant Writing for Nonprofit & Public Sector Managers
- PUAD 5120: Nonprofits and Public Policy
- PUAD 5125: Civil Society and Nongovernmental Organizations
- PUAD 5140: Nonprofit Financial Management
- PUAD 5150: Fundraising and Financial Resource Development
- PUAD 5160: Nonprofit Boards-Executive Leadership
- PUAD 5170: Strategic Management for Nonprofit & Public Managers

**Internship:** An internship within a nonprofit may be beneficial.

**Duties and Responsibilities:** Nonprofit Executive Directors' duties and responsibilities encompass a wide range of tasks related to organizational leadership, strategic planning, fundraising, program management, and community engagement. Here are some key duties and responsibilities:

- Strategic Planning
- Organizational Leadership
- Board Governance
- Financial Management
- Fundraising and Resource Development
- Program Evaluation and Management
- Community Engagement and Advocacy
- Strategic Partnerships and Collaboration

**Work Environment:** Nonprofit executive directors typically work in office settings, either at the organization's headquarters or regional offices.

**Work Schedule:** The work schedule for a nonprofit executive director can be demanding and varied, often requiring flexibility, adaptability, and the ability to manage multiple priorities.

Executive directors regularly engage with the organization's board of directors, attending board meetings, committee meetings, and other governance-related activities. Nonprofit executive directors frequently interact with external stakeholders, including donors, funders, government officials, community leaders, partner organizations, and the media.

**Career Path/Promotion:** Many nonprofit executives start their careers in entry-level positions within the nonprofit sector. These positions may include roles such as program coordinator, development associate, communications assistant, or volunteer coordinator. After serving as nonprofit executive directors, some individuals may transition to roles as board members, advisors, or consultants for nonprofit organizations. They may also offer consulting services to nonprofit clients on topics such as strategic planning, fundraising, governance, and organizational development.

**Education, Training and Certification:** Many nonprofit executive directors hold a bachelor's degree in a relevant field. Some nonprofit executive directors pursue advanced degrees to enhance their qualifications and deepen their expertise in nonprofit management, leadership, and related fields.

**Skills and Competencies:** Key skills and attributes for nonprofit executive directors include leadership, communication, strategic thinking, financial management, fundraising, relationship building, collaboration, problem-solving, and a passion for the organization's mission and values.

**Colorado Salary Averages:**

Bottom 10%: \$59,508

Top 10%: \$121,440

Median: \$86,331

**Median Salary in U.S.:** \$85,451