

M.A. in Nonprofit Management

What can I do with this major?



Related Career Titles

Search for potential positions titles within multiple career industries.

Possible Position Titles

- Development Director
- Director of Grant Writing
- Project Director
- Program Manager
- Executive Director
- Chief Program Officer
- Fund Development Director
- Volunteer Manager/Coordinator
- Senior Operations Manager
- Director of Advancement
- Development Coordinator
- President

Industries

- Museums & Art Galleries
- Libraries & Historical Societies
- Public Broadcasting & Media
- Education
- Disease & Disorder Charities
- Medical Services & Treatment
- Medical Research Charities
- Patient & Family Support
- Environmental Conservation & Protection & Parks
- International Development
- Disaster Relief & Humanitarian
- Peace & Human Rights
- Child Sponsorship Organizations
- Wildlife Conservation
- Pet & Animal Welfare
- Hunting & Fishing Conservation
- Zoos and Aquariums

What is Nonprofit Management?



This Master of Art degree is an online, multidisciplinary program preparing graduates to manage and lead non-profit organizations of all types. The program focuses on these skills:

Assessment and strategic planning, Entrepreneurship, Program management, Fund-raising, revenue generation and grant writing, Human resources, Marketing, Law and ethics Leadership, Board development and team building

Interested in discussing your career path possibilities?

Visit (402-S) or call (713-221-8980) the Career Development Center

Professional Organizations

Affiliate yourself with groups to network and learn about the field

- ✓ *Texas Associations of Nonprofit Organizations*
- ✓ *Grant Professionals Association*
- ✓ *Association of Fund Raising Professionals*
- ✓ *Houston Society of Association Executives*
- ✓ *Young Nonprofit Professionals Network (YNPN)*
- ✓ *National Organization of Professional Organizers (NAPO), Houston*
- ✓ *Project Management Institute (PMI) Houston*

Explore Career Specific Websites

www.unitedwayhouston.org/job-bank | <http://tano.org> | <https://missioncapital.org/careers/>
| <http://greatnonprofits.org/city/houston/TX> | <http://www.nonprofit-jobs.org/> | <https://careers.councilofnonprofits.org/>
| https://nonprofitjobs.org/search_joblistall | <http://www.thenonprofittimes.com/jobs/>

Community Partnerships

Research local organizations offering internships to students pursuing a M.A. in Nonprofit Management.

For students currently employed, consider opportunities within your organization or business by approaching your employer directly. For students entering a new industry, schedule an appointment with the Career Development Center for assistance.

NONPROFIT MANAGEMENT RÉSUMÉ SAMPLE

Your Name (16-18 point)

Complete current mailing address • Telephone number • Professional e-mail address

OBJECTIVE (Optional)

Seeking *position* with *type of company*, utilizing *skills* (fill in the blanks)

EDUCATION

UNIVERSITY OF HOUSTON-DOWNTOWN – HOUSTON, TX

Master of Art in Nonprofit Management

Month and Year of Graduation

(*****THIS SUB-SECTION IS OPTIONAL*****)

Emphasis: List the subject (if applicable)

Honors or Awards: List name of each award/scholarship and date awarded

Thesis or Special Project: List title here

LIST UNDERGRADUATE COLLEGE OR UNIVERSITY, CITY AND STATE

Bachelor of Arts (or Science) in _____, cum laude (if applicable)

Month and Year of Graduation

(*****THESE SUB-SECTIONS ARE ALL OPTIONAL*****)

Minor: List the subject in which you minored

Honors: Scholarships (list full name of each scholarship and year awarded)

Awards: List name of each award and date awarded

RELEVANT PROJECTS/RESEARCH (Optional)

UNIVERSITY OF HOUSTON-DOWNTOWN – COURSE TITLE

Position Title (Such as Project Member, Project Leader, Student Researcher)

Month, Year – Month, Year

- Put your strongest and most relevant selling point first
- Focus on accomplishments and results, what you learned and skills you gained
- Provide as much detail about your responsibilities as possible
- Use strong action verbs to explain what you did and quantify, if possible

PROFESSIONAL EXPERIENCE (List in reverse chronological order)

NAME OF BUSINESS OR ORGANIZATION - CITY, STATE

Position Title

Month, Year – Month, Year

- Begin each bullet point with a strong action verb
- Use industry keywords / buzzwords
- If it happened in the past, make sure you use the past tense
- Avoid repetition: try not to use the same words and / or phrases over and over again

NAME OF BUSINESS OR ORGANIZATION - CITY, STATE

Position Title

Month, Year – Month, Year

- Begin each bullet point with a strong action verb
- Use industry keywords / buzzwords

SKILLS (Optional)

List industry specific software or computer skills, language skills (with descriptions such as “written and spoken” “proficient in,” “native speaker in,” “fluent in,” “conversational”)

COMMUNITY ENGAGEMENT (Optional)

Name of Professional Association, Position Held, Year(s) you held that position

Name of Volunteer Organization, Position Held, Year(s) you held that position