

Nonprofit and Public Organization Management Resources in CCOL and Web

This handout identifies the most helpful resources for the Nonprofit and Public Organization Management degree program in the School of Management.

For “General Management Resources in CCOL and Web,” see the School of Management section of http://www.cambridgecollege.edu/library/ccol_research.cfm

Only use the Internet Explorer or Safari browsers. Other browsers may not work in CCOL.

Journal, document, book, and periodicals in CCOL

On the CCOL HOME page, the *Search for Management* search box will search these databases:

- Academic Search Premier
- Wilson OmniFile Select Full Text Edition
- Business Source Premier
- Greenfile
- Newspaper Source
- Regional Business News
- Research Starters – Business
- SocIndex with Full Text
- Ebrary

The thousands of journals in full-text in these databases include 2300 specifically for business and management, as well as hundreds of US and international newspapers, including:

- *Nonprofit Management and Leadership*
- *Nonprofit World*
- *Organization Science*
- *Organization Studies*
- *Organizational Behavior*
- *Improving Board Effectiveness*

Research Starters in Business

“Research Starters are study and research guides...They consist of comprehensive, yet concise topic summary articles of about 3,000 words in length written by researchers, scholars and other subject matter experts.” Use the Research Starters to explore topics and get your research started.

- On the CCOL HOME page, click *Direct to Databases*
- Click *EBSCOHost*
- Click *Databases A-Z*
- Scroll down and click on the title *Research Starters in Business*
- Put a term in the search box and click Search. For example there are:
 - 63 articles for “nonprofit”

- 3 articles for “public organization”
- 20 articles for “organization management”
- 55 articles on “budgeting”
- 6 articles on “finance AND nonprofit”
- 92 articles on “human resources management”
- 87 articles on “ethics”

Ebrary Electronic Books in CCOL

To search for nonprofit and public organization management books in the Ebrary Electronic Books collection:

- From the CCOL HOME page, click Direct to Databases
- Click Ebrary Electronic Books
- Click Advanced (to the right of the “Search Ebrary” box)
- Use the drop-down menu of the “Search in” box to search by subject (or title, author, etc.)
- For example, there are
 - 198 books on “Accounting” as the SUBJECT, including *Budgeting for Managers*
 - 21 books with “human Resources” in the TITLE
 - 19 books with “business ethics” in the TITLE
 - 2 books with “grant writing” in the TITLE
 - 27 books with “Nonprofit” in the TITLE, including
 - *Starting and Running a Nonprofit Organization*
 - *Nonprofit Sector: A Research Handbook*
 - *Productivity in Public and Nonprofit Organizations*
 - *Integrating Mission and Strategy for Nonprofit Organizations*
 - 124 books with “organization management” as SUBJECT including
 - *Managing Disagreement Constructively: Conflict Management in Organizations*
 - *The Discipline, Study, and Practice of Management*
 - *Research That Matters: Helping Organizations Integrate Spiritual Values and Practices*

Research Guides in CCOL

The E-Global Research Guides will help you develop a search strategy and then find your way among the best books, periodicals, associations, government resources, and Internet sites on your topic. To see the Research Guides:

- Click *Research Starters by Subject* from the CCOL HOME page
- Click *e-global Research Guides*
- Click Business

The most relevant guides might be

- Business Communications
- Business Information Systems
- Business Management
- Event Planning
- Finance
- Human Resource Management

Negotiation and Conflict Management

There are relevant Research Guides in other subject areas:

- Click “Social Sciences” for Research Guides in *Communication, Peace & Conflict Studies, Psychology, and Sociology*

How to research nonprofit and public organization management

How to research nonprofits <http://libguides.slu.edu/content.php?pid=171352&sid=1442966>

Association for Research on Nonprofit Organization and Voluntary Action – see the “Research Links”

<https://netforum.avectra.com/eWeb/DynamicPage.aspx?Site=ARNOVA&WebCode=Partners>

Tutorials on how to manage nonprofits

Grant Writing

Grant Writing tutorial (“Proposal Writing Short Course” which is in English and four other languages)

<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>

NIH Grant writing tutorials

<http://www.nlm.nih.gov/ep/Tutorial.html>

<http://www.theresearchassistant.com/tutorial/index.asp>

Developing Your Fundraising Plan Tutorial

<http://managementhelp.org/freenonprofittraining/fundraising.htm>

Budgeting and Finance

Managing Your Nonprofit’s Finances and Taxes Tutorial

<http://managementhelp.org/freenonprofittraining/finances.htm>

Human Resources

Supervising Your Employees and Volunteers Tutorial

<http://managementhelp.org/freenonprofittraining/staffing-and-supervising.htm>

Ethics

Managing Ethics in the Workplace Tutorial

<http://managementhelp.org/freenonprofittraining/ethics.htm>

Many other nonprofit management tutorials in the Free Nonprofit MicroE MBA online course

<http://managementhelp.org/freenonprofittraining/program-description.htm>

Research nonprofits <http://www.learnwebskills.com/company/nonprofit.html>

“Nonprofits and Data: A How-to Series” <http://www.cridata.org/tutorials.aspx>

Nonprofit management tutorial <http://libguides.slu.edu/content.php?pid=171352&sid=1442966>

Websites

Although not from scholarly journals, useful information can be found on the web. Most of these sites come highly recommended from a national survey of reference librarians.

Note: websites can change and disappear at any time! If the URL doesn't work, try putting the name of the site into Google.

Grant Writing

Grantsmanship Center Archives
<http://www.tgci.com/magazine.shtml>

The Foundation Center
<http://foundationcenter.org/about/>

Budgeting & Finance for Non-Profit & Public Organizations

All about financial management for nonprofits
<http://managementhelp.org/nonprofitfinances/>

Human Resources Management

<http://www.merlot.org/merlot/materials.htm?materialType=&keywords=human+resources&category=2248&newsearchbutton0.x=25&newsearchbutton0.y=9&newsearchbutton0=Search>

Business, Government & Ethics

Ethics and Accountability in the Nonprofit Sector
<http://www.councilofnonprofits.org/resources/resources-topic/ethics-accountability>

How Ethical is Your Nonprofit Organization?
<http://www2.guidestar.org/rxa/news/articles/2004/how-ethical-is-your-nonprofit-organization.aspx?articleId=827>

National Nonprofit Ethics Survey
http://www.ethics.org/files/u5/ERC_s_National_Nonprofit_Ethics_Survey.pdf

More websites:

Internet Nonprofit Center <http://www.idealists.org/info/Nonprofits>

Good Practices for Nonprofits <http://www.npgoodpractice.org/>
Institute for Nonprofit Research, Education, and Engagement
<http://nonprofit.chass.ncsu.edu/>

Nonprofit Resources in Free Management Library
http://managementhelp.org/search/management_help_search.html?zoom_query=nonprofit

Resources from Alliance for Nonprofit Management. See especially "Organizational Development – Planning" link <http://www.allianceonline.org/resources>

Organization Management in Free Management Library
http://managementhelp.org/search/search.php?zoom_sort=0&zoom_query=organization+management&zoom_per_page=10&zoom_and=0

Frugal Entrepreneur on Nonprofits
<http://frugalentrepreneur.com/links-to-free-online-small-business-resources/non-profits/>

Multimedia Resources for Learning and Teaching
Nonprofit Resources

<http://www.merlot.org/merlot/materials.htm?materialType=&keywords=NONPROFIT&category=2202&newsearchbutton0.x=0&newsearchbutton0.y=0&newsearchbutton0=Search>

Organization management resources

<http://www.merlot.org/merlot/materials.htm?materialType=&keywords=organization+management&category=2202&newsearchbutton0.x=0&newsearchbutton0.y=0&newsearchbutton0=Search>

U.S. Small Business Administration <http://www.sba.gov/content/nonprofit-organizations>
For planners, tools, resources, laws, research reports, statistics.

Business Balls on organization management: inspirational, innovative ideas, materials, exercises, tools, templates - free and fun. <http://www.businessballs.com/search-businessballs.htm?cx=010837026464449256333%3Ayhagejcms80&cof=FORID%3A11&ie=UTF-8&q=organization+management&sa=Search&siteurl=www.businessballs.com>

Change Management tools
http://www.mindtools.com/pages/article/newPPM_87.htm

Frugal Entrepreneur on nonprofits
<http://www.google.com/cse?cx=partner-pub-2387643168216492%3A8t3xf1q1rj&ie=ISO-8859-1&q=nonprofit&sa=Search&siteurl=frugalentrepreneur.com%2Flinks-to-free-online-small-business-resources%2Ffree-courses-training%2F>

<http://frugalentrepreneur.com/links-to-free-online-small-business-resources/free-courses-training/>

Glossaries

Nonprofit glossary <http://www.npgoodpractice.org/glossary>

Common nonprofit terms

http://nonprofit.about.com/od/glossar1/Glossary_of_Common_Nonprofit_Terms.htm

Nonprofit glossary and tax-exempt terms <http://www.taxfreecharity.com/glossary.htm>

Legal information

Nonprofit Law Resource Guide http://www.nonprofitexpert.com/nonprofit_law.htm

Sample Nonprofit bylaws <http://users.aristotle.net/~nonprofit/startup/bylaws.htm>

Statistics and Demographics

National Center for Charitable Statistics <http://nccs.urban.org/>

Community Research Institute: Empowering Communities with Quality Research and Data

<http://www.cridata.org/> includes tutorial "Nonprofits and Data: A How-to Series"

<http://www.cridata.org/tutorials.aspx>

Guidestar – info and data about nonprofit organizations <http://www2.guidestar.org/rxg/about-us/index.aspx>

Free Use of Datasets for Nonprofit Research <http://nonprofit.chass.ncsu.edu/asae/overview/>

2010 State of the Nonprofit Industry Survey

http://www.blackbaud.com/files/resources/downloads/Research_SONI_NorthAmericanResults.pdf

Are You Planning a Questionnaire, Survey, Interview, or Focus Group?

Grant writers forum <http://www.forgrantwritersonly.com/>

Community of Nonprofit Scholars <http://nonprofit.chass.ncsu.edu/projects/community-of-nonprofit-scholars-cons/>

Nonprofit "Good Practice" Forum <http://www.npgoodpractice.org/forum>

Associations

List of many nonprofit management associations

<http://wagner.nyu.edu/careers/resources/npmpaassoc.php>

Conference of Minority Public Administrators <http://www.compaonline.org/contents/>

Nonprofit Membership Organizations <http://frugalentrepreneur.com/links-to-free-online-small-business-resources/non-profit-membership-organizations/>

National Council of Nonprofits <http://www.councilofnonprofits.org/who-we-are>

National Council of Nonprofits – find your state association
<http://www.councilofnonprofits.org/salocator>

Alliance for Nonprofit Management <http://www.allianceonline.org/>

Video and Audio Podcasts

Fundamentals of Effective Grant Writing video <http://videos.med.wisc.edu/videos/4447>

Videos on organization management

<http://www.learnerstv.com/search.php?cx=004593499606170306511%3Abo5aumzjjyg&cof=FORID%3A9&ie=UTF-8&q=organization+management&sa=Go&siteurl=www.learnerstv.com%252FFree-Management-video-lecture-courses.htm>

<http://freevideolectures.com/search?cx=partner-pub-4905108038008617%3Aorkq27-ucfp&cof=FORID%3A10&ie=ISO-8859-1&q=organization+management&sa=Search&siteurl=freevideolectures.com%252FSubject%252FBusiness-Management>

TED Talks on nonprofits <http://www.ted.com/search?q=nonprofit>

Youtube U. on nonprofit ethics

http://www.youtube.com/results?search_query=nonprofit+ethics+vi&aq=f

Youtube on nonprofits in general

http://www.youtube.com/results?search_type=edu&rental=0&uni=3&movies_browse=1&search_query=nonprofit&aq=f

Youtube U. on “organization management”

http://www.youtube.com/results?search_type=edu&rental=0&uni=3&movies_browse=1&search_query=organization+management&aq=f

Do You Need Books to Expand Your Research?

Google Books at <http://books.google.com> is amazing!

- Be sure to search it for your subject area!

- Click “Advanced Book Search” and check “Full View Only” to limit the search to full-text results
- “PartialView” can also provide plenty of full-text

<http://www.amazon.com> or <http://www.bn.com> Use these easy search engine to get lists of books on your topic and to read excerpts, but try to get the books from your local library or buy from your local independent bookstore. Or, buy a less expensive used copy from an online independent bookstore at <http://www.bookfinder.com>

If you can't find what you need or you need more, ask yourself:

Who would care about this topic?

Where would they publish what they know?