



Application for Admission

Comprehensive Fund Development Certificate, Spring 2018

PREREQUISITES: Two years of professional fundraising experience and completion of a minimum of four select group of courses offered by the Center for Philanthropy & Nonprofit Leadership.

APPLICATION DEADLINE: Friday, December 15, 2017

PROGRAM FEE: \$1,000 (\$850 for AFP members)

Date \_\_\_\_\_
Name \_\_\_\_\_
Home address \_\_\_\_\_
City, State, Zip \_\_\_\_\_
Phone \_\_\_\_\_

To be considered for the Comprehensive Fund Development Certificate, you must have attended a minimum of four of the following courses at the Glasscock School of Continuing Studies at Rice University since 2013.

Please provide your applicable completion date(s) for the following courses:

The Art of Fundraising I: The Fundamentals \_\_\_\_\_
Board Fundraising \_\_\_\_\_
Comprehensive Annual Giving \_\_\_\_\_
Donor Relations: Maintaining Strong Relationships With Your Donors \_\_\_\_\_
Fundamentals of Constituent Relationship Management \_\_\_\_\_
Fundraising Analytics: Leveraging the Power of Data \_\_\_\_\_
Strategic and Successful Stewardship \_\_\_\_\_
Proposal Writing \_\_\_\_\_
Campaign Planning and Management \_\_\_\_\_
Major Gifts and Planned Giving: the Fundamentals \_\_\_\_\_
Managing the Development Team \_\_\_\_\_

If you have taken any of the above courses under different names (e.g., married or maiden names), list them below:

NOTE: To receive the Comprehensive Fund Development Certificate, participants are required to attend all sessions.



**CURRENT EMPLOYMENT (include copy of current resume)**

Position or title \_\_\_\_\_ Date of employment \_\_\_\_\_

Organization/Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Organization/Institution's total annual budget \_\_\_\_\_

Total development budget \_\_\_\_\_

Please describe briefly your primary job responsibilities and the degree of management responsibility you have \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRIOR EMPLOYMENT:**

Position or title of your immediate prior employment \_\_\_\_\_

Dates of employment \_\_\_\_\_

Organization/Institution \_\_\_\_\_

Organization/Institution's total annual budget \_\_\_\_\_

**BACKGROUND INFORMATION:**

Total number of years as a professional in the nonprofit sector \_\_\_\_\_

Total number of years in development \_\_\_\_\_

Are you a member of AFP?  Yes  No

Are you a CFRE?  Yes  No If yes, when did you earn the designation? \_\_\_\_\_

How did you hear about this certificate program? \_\_\_\_\_

**ESSAY QUESTIONS:**

Please type on a separate page your 300-word maximum response to the following questions:

1. Why are you applying for a Comprehensive Fund Development Certificate ?
2. How do you anticipate your participation will benefit your career? Your organization?

**APPLICATION CHECKLIST:**

- Application
- Current resume
- Essay question responses

**APPLICATION DEADLINE: Friday, December 15, 2017 by 4 p.m.**

**SUBMIT APPLICATION TO:**

All supporting materials and correspondence concerning your application should be mailed to:

Rice University  
Susanne M. Glasscock School of Continuing Studies  
Center for Philanthropy and Nonprofit Leadership  
PO Box 1892 - MS 550  
Houston, TX 77251-1892

Please contact the CPNL program coordinator at 713-348-6009 or email [cpnl@rice.edu](mailto:cpnl@rice.edu).