

RESOURCES FOR VOLUNTEER ADMINISTRATION AND MANAGEMENT

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Introduction

The following listing presents resources on volunteer administration and management. We have tried to be inclusive in this listing. Although all of the organizations and resources offer information and services related to volunteer administration and management, some of them provide more thorough and consistent coverage and assistance. We have organized the listing into six categories:

- General Information
- Local Organizations
- Local Educational Resources
- National Organizations
- Journals
- Membership Associations

General Information

CharityChannel

(<http://charitychannel.com/>)

CharityChannel is a resource that connects you to your nonprofit colleagues around the corner and around the world. Our Purpose: To foster a place where nonprofit professionals can learn from each other, share information and work together to advance the cause of philanthropy. The CharityChannel community is comprised of nonprofit-sector professionals from around the world who volunteer their time, advice, information, tips and articles for the benefit of the community.

Energize Inc.

(<http://www.energizeinc.com/>)

Energize, Inc. is an international training, consulting and publishing firm specializing in volunteerism. If these words are in your vocabulary--*community service, membership development, auxiliary, community organizing, service-learning, lay ministry, pro bono work, supporter, friends group, political activist, service club*-- we can help!! Founded in 1977, Energize has assisted organizations of all types with their volunteer efforts--whether they are health and human service organizations, cultural arts groups, professional associations, or schools.

Volunteer Today

(<http://www.volunteertoday.com/default.htm>)

The mission of Volunteer Today, an electronic gazette is to provide free of charge information on the engagement of volunteers through (1) pertinent information on recruiting and engaging volunteers; (2) information and promotion on professional development opportunities for those who work to engage volunteers.

Local Organizations

Business Volunteers Unlimited (BVU)

(<http://www.businessvolunteers.org/>)

BVU engages businesses/employers and members of the community-at-large in productive and rewarding leadership and volunteer activities. By leveraging involvement from businesses/employers, BVU strengthens the leadership and expands the capacity of hundreds of nonprofits, while enabling businesses/employers to build strategic, powerful and enduring relationships with the community. Additionally, BVU provides leading-edge board and management consulting services to strengthen nonprofit organizations.

Cleveland State University Volunteerism & Community Service

<http://www.csuohio.edu/studentlife/service/index.html>

This site offers volunteer and community service opportunities for Cleveland State University students in the area. Check this site for students willing and able to volunteer.

Forum for Volunteer Administrators (FVA)

<http://www.fvaohio.org/Home.asp>

The FVA is dedicated to the continuous professional development and support of Volunteer Administrators throughout Northeast Ohio. Professional development opportunities in our line of work is hard to come by. That's where FVA comes in. We work with our members and peers to keep building our collective knowledge.

RSVP

<http://www.seniorcorps.gov/about/programs/rsvp.asp>

RSVP connects volunteers age 55 and over with service opportunities in their communities that match their skills and availability. From building houses to immunizing children, from enhancing the capacity of non-profit organizations to improving and protecting the environment, RSVP volunteers put their unique talents to work to make a difference.

United Way of America

<http://www.liveunited.org/>

United Way of America is the national organization dedicated to leading the United Way movement. Local United Ways create long-lasting community change by addressing the underlying causes of the most significant local issues. Common focus areas include helping children and youth achieve their potential, promoting financial stability and independence, and improving people's health. Our goal is to create long-lasting changes by addressing the underlying causes of problems.

Local Educational Resources

Case Western Reserve Mandel Center for Nonprofit Organizations

<http://www.case.edu/mandelcenter/nml/>

The Mandel Center for Nonprofit Organizations at Case Western Reserve University in Cleveland, Ohio, offers one of the nation's most fully developed programs in nonprofit management. Established in 1984, the Mandel Center maintains an excellent national reputation. The Center's unique graduate program focuses on developing nonprofit managers into career community leaders. It is distinguished by the quality of its faculty, the strength of its ties with nonprofit leaders, and its close relationships with four sponsoring schools at Case: the

College of Arts and Sciences, the School of Law, the Mandel School of Applied Social Sciences, and the Weatherhead School of Management.

Cleveland State University Center for Nonprofit Policy and Practice

[\(http://urban.csuohio.edu/nonprofit/\)](http://urban.csuohio.edu/nonprofit/)

The Center for Nonprofit Policy & Practice (CNP&P) arose from the College's involvement with community and neighborhood organizations in Cleveland dating back to the 1970s. The mission is to nurture civil society by strengthening community and faith-based nonprofit organizations. CNP&P is a nationally recognized academic center providing education and assistance to leaders of community and faith-based organizations. The CNP&P was founded to support and foster the health of the nonprofit sector in our region through: training and technical assistance that support the role of nonprofits in civil society; scholarly and applied research; and undergraduate and graduate education in the leadership and management of nonprofit organizations.

John Carroll University Program in Nonprofit Administration

<http://www.jcu.edu/graduate/programs/nonprofit/nonprofit-home.htm>

The nonprofit administration program is an interdisciplinary professional degree program housed in the social sciences. The program is intended for those who have or expect to have careers managing or administering nonprofit organizations in areas in which direct assistance is provided to people in need. The nonprofit administration program shapes experienced service providers of today into the administrators of the nonprofit organizations of tomorrow. The program prepares people to better serve their organizations and their communities by teaching approaches to leadership, team-building skill, ethical values and practices, nonprofit financial and resource management models, and strategic planning procedures among other practical administrative tools used in nonprofit organizations.

National Organizations

Corporation for National and Community Service

[\(http://www.nationalservice.org/\)](http://www.nationalservice.org/)

The Corporation for National and Community Service plays a vital role in supporting the American culture of citizenship, service and responsibility. We are a catalyst for change and champion for the ideal that every American has skills and talents to give. The Corporation is the nation's largest grantmaker supporting service and volunteering. Through our [Senior Corps](#), [AmeriCorps](#), and [Learn and Serve America](#) programs, we provide opportunities for Americans of all ages and backgrounds to express their patriotism while addressing critical community needs.

Independent Sector

[\(http://www.independentsector.org/\)](http://www.independentsector.org/)

Independent Sector is the leadership forum for charities, foundations, and corporate giving programs committed to advancing the common good in America and around the world. Our

nonpartisan coalition of approximately 600 organizations leads, strengthens, and mobilizes the charitable community in order to fulfill our vision of a just and inclusive society and a healthy democracy of active citizens, effective institutions, and vibrant communities.

Points of Light Institute

(<http://www.pointsoflight.org/>)

Ensures that there are volunteer and community participation opportunities for people through the country and increasingly, around the world. We engage individuals, corporations, nonprofits and government institutions to incubate, develop and mobilize collaborative citizen leadership, thus creating innovative, actionable solutions that can be replicated across the world. We empower individuals to create real-time community solutions which drive systemic change. The **HandsOn Network** (<http://www.handsonnetwork.org/>) is affiliated with the Points of Light Institute. The HandsOn Network inspires, equips, and mobilizes people to take action that changes the world.

Journals

e-Volunteerism

(<http://www.e-volunteerism.com/index.php>)

Combining the best characteristics of a printed professional journal with the explosive potential of Internet technology, ***e-Volunteerism*** caters to volunteer leaders/managers who want to go beyond the mundane in the volunteerism field.

International Journal of Volunteer Administration (IJOVA)

(<http://www.ijova.org/>)

The Journal is a refereed publication of the Department of 4-H Youth Development and Family & Consumer Sciences at North Carolina State University in Raleigh, NC, USA. The IJOVA seeks to provide for an exchange of ideas and sharing of knowledge and insights about volunteerism, and volunteer management and administration, both in North America and internationally.

Nonprofit Management and Leadership (NML)

(<http://www.case.edu/mandelcenter/nml/>)

Nonprofit Management and Leadership is the only journal that speaks directly to the problems faced by nonprofit managers — a complete source that anticipates your questions and conflicts, and offers you critical information, opinions, analyses, and state-of-the-art thinking on such issues as: fundraising, volunteer management, boards, strategic planning, nonprofits and the law, managing resources, regulation, unrelated business, and for-profit techniques.

Nonprofit and Voluntary Sector Quarterly (NVSQ)

(<http://www.spea.iupui.edu/nvsq/>)

An international, interdisciplinary journal for nonprofit sector research, *Nonprofit and Voluntary Sector Quarterly (NVSQ)* provides a forum for researchers from around the world to publish timely articles from a variety of disciplinary perspectives. NVSQ is dedicated to enhancing our knowledge of nonprofit organizations, philanthropy, and voluntarism. This goal can be achieved only through the cumulative efforts of many different disciplines.

Voluntas

(<http://www.springer.com/social+sciences/social+sciences,+general/journal/11266>)

Voluntas is published on behalf of the International Society for Third-Sector Research (ISTR). Founded in 1992, ISTR is a major international association promoting research and education in the fields of civil society, philanthropy, and the nonprofit sector. ISTR is an organization committed to building a global community of scholars and interested others dedicated to the creation, discussion, and advancement of knowledge pertaining to the Third Sector and its impact on human and planetary well-being and development internationally. As an organization, ISTR is recognized and respected for its global vision, its commitment to excellence, its collaborative approach, and the values of diversity and pluralism with which it pursues its mission.

Membership Associations

Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)

(<http://www.arnova.org/>)

An open forum committed to strengthening the research community in the emerging field of nonprofit and philanthropic studies. ARNOVA brings together both theoretical and applied interests, helping scholars gain insight into the day-to-day concerns of third-sector organizations, while providing nonprofit professionals with research they can use to improve the quality of life for citizens and communities. Principal activities include an annual conference, publications, electronic discussions and special interest groups.

International Society for Third-Sector Research (ISTR)

(<http://www.istr.org/>)

The International Society for Third-Sector Research (ISTR) is a major international association promoting research and education in the fields of philanthropy, civil society and the nonprofit sector. ISTR reflects the growing worldwide interest in Third Sector research and provides a permanent forum for international research, while at the same time building a global scholarly community in this field.