

CourseNo: ARCHA6722\_001\_2013\_3

Meeting Location: [AVERY HALL 300](#)

Meeting Time: R 06:00P-08:00P

Instructor Information: [Anne H. Van Ingen](#)

**MAKING PRESERVATION HAPPEN:  
A Practical Guide to the Nonprofit World**

**A6722, Fall Semester, 2013.**

**Course Syllabus**

**Anne H. Van Ingen**, Chairman, Preservation League of New York State and former Director of Architecture, Planning and Design and Capital Projects at the New York State Council on the Arts. Columbia, MSHP 1981. [Avaningen9@gmail.com](mailto:Avaningen9@gmail.com).

**Ed Mohylowski**, Director, Corporate and Foundation Relations, John Jay College of Criminal Justice. [Etmnyc551@gmail.com](mailto:Etmnyc551@gmail.com).

The nonprofit sector is the cornerstone of the historic preservation world. Public programs, policy, advocacy, technical services and financial incentives have all sprung out of the many nonprofit organizations that push the preservation movement forward in this country. Who are these groups? What do they do? And, importantly, how do they operate? This professional practice course will offer a nuts

and bolts, practical introduction to the mechanics of the nonprofit sector: programming, finance, budgeting, fundraising, and governance. Leaders in the preservation world in New York will also speak, sharing best practices and thoughts on how they, specifically, achieve their goals.

Classes will be held on five Thursdays from 6:00 to 8:00 PM, starting on October 24th, in 300 Avery. The sixth class will be held on Wednesday, December 11<sup>th</sup> from 2:00 to 5:00 at the Neighborhood Preservation Center, 232 East 11<sup>th</sup> Street, NYC.

### **COURSE OUTLINE:**

#### Thursday, October 24th.

- Introduction. Course overview and goals.
  - What is a nonprofit?
  - Overview of the nonprofit preservation world.

#### Thursday, October 31<sup>st</sup>.

- Budgeting, Reporting and Finance

#### Thursday, November 7<sup>th</sup>. Visiting lecturer, Kate Wood, Former Executive Director of *Landmark West*!

- Mission Statements and Bylaws
- Delivery of services and programs - staffing, educational programs, lobbying, etc.

#### Thursday, November 14th. *Project assigned.*

- Fundraising and a budgeting exercise.

Thursday, November 21st. Roundtable discussion with representatives from small, medium and large organizations.

Issues to be addressed: governance and boards, launching a project specific nonprofit, working with volunteers, different types of work environments, differing roles of staff and board, etc.

- Frampton Tolbert, Board Chair, Metro Chapter, Victorian Society of America
- Liz McEneney, Founder of BLDG BLOC and former Executive Director, James M. Fitch Charitable Foundation
- Others to be invited

Wednesday, Dec. 11<sup>th</sup>, 2:00 to 5:00. *Project due.*

Tour of Neighborhood Preservation Center and discussion with:

- Felicia Mayro, Executive Director, NPC.
- Jay DiLorenzo, President, Preservation League of New York State.
- Representatives of other organizations based at the NPC.

## **PROJECT:**

A grant writing exercise will be assigned after the November 14<sup>th</sup> class on fundraising. Students will be asked to research foundations at the Foundation Center and, utilizing Philanthropy New York's Common Application Fund, apply for a grant for a specific nonprofit. Instructors will provide all relevant material on the actual nonprofit on Nov. 14<sup>th</sup>.

Due date: Dec. 11<sup>th</sup>.

## **COURSE EXPECTATIONS:**

Attendance at all classes, participation in all discussions and successful completion of the assigned project.

## **OFFICE HOURS:**

The instructors will be happy to meet with students at their request before or after any class.

## **ADDITIONAL INFORMATION AND SUGGESTED READINGS:**

Foundation Center, 79 Fifth Avenue, NYC, NY 10003-3027 [www.foundationcenter.org/newyork](http://www.foundationcenter.org/newyork). This is the best resource in existence for helping with fundraising. The Center is the world's leading source of information on philanthropy, fundraising, and grant programs.

Philanthropy New York. [www.philanthropynewyork.org](http://www.philanthropynewyork.org). The “Grantseekers” section of this site is full of useful information, including the downloadable NY/NJ Area Common Application.

Nonprofit Kit for Dummies, Stan Hutton and Frances Phillips, Wiley Publishing, 3<sup>rd</sup> Edition, 2010.

The National Trust’s Preservation Books [www.preservationbooks.org](http://www.preservationbooks.org) - sells many inexpensive publications on various topics dealing with organizational development. Some of the more useful are:

- *Fundraising Basics for Preservation Organizations*
- *Blueprint for Lobbying*

*- Membership Development: A Guide for  
Nonprofit Preservation Organizations*

*- Planning to Succeed: Preparing a Business Plan for Your  
Nonprofit Organization*