

# NONPROFIT MANAGEMENT

*A listing of materials available at the Justice Institute Library*

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## GENERAL BOOKS

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**Association Management Evaluation Toolkit: Recognizing Success and Identifying Opportunities for Improvement** by James B. Pealow. Toronto, ON: Canadian Society of Association Executives. (HD 62.6 P398 2007)

**Balanced Scorecard Step-by-Step for Government and Nonprofit Agencies** by Paul R. Niven. Hoboken, NJ: J. Wiley & Sons, Inc. (JF 1525 T67 N58 2008)

**Benchmarking in the Public and Nonprofit Sectors: Best Practices for Achieving Performance Breakthroughs** by Patricia Keehley and Neil N. Abercrombie. San Francisco, CA: Jossey-Bass. (JK 468 T67 B45 2008)

**The Collaboration Challenge: How Nonprofits and Businesses Succeed Through Strategic Alliances** by James E. Austin. San Francisco, CA: Jossey-Bass. (HD 69 S8 A94 2000)

**The Complete Guide to Nonprofit Management** edited by Robert H. Wilbur. New York, NY: J. Wiley. (HD 62.6 C66 2000)

**Creating Your Employee Handbook: A Do-It-Yourself Kit for Nonprofits** by Leyna Bernstein. San Francisco, CA: Jossey-Bass Publishers. (HF 5549.5 E423 B473 2000)

**Enterprising Nonprofits: A Toolkit for Social Entrepreneurs** by J. Gregory Dees, Peter Economy, and Jed Emerson. New York, NY: Wiley. (HD 62.6 D44 2001)

**Evaluation with Power: A New Approach to Organizational Effectiveness, Empowerment, and Excellence** by Sandra Trice Gray and Associates. San Francisco, CA: Jossey-Bass. (HD 58.9 G724 1998)

**Five Good Ideas: Practical Strategies for Non-Profit Success** edited by Alan Broadbent and Ratna Omidvar. Toronto, ON: Coach House Books. (HD 62.6 F58 2011)

**The Five Most Important Questions You Will Ever Ask About Your Organization** by Peter F. San Francisco, CA: Jossey-Bass. (HD 62.6 D777 2008)

**Forging Nonprofit Alliances: A Comprehensive Guide to Enhancing Your Mission Through Joint Ventures and Partnerships, Management Service Organizations, Parent Corporations, Mergers** by Jane Arsenault. San Francisco, CA: Jossey-Bass Publishers. (HD 2769.15 A77 1998)

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- Governance as Leadership: Reframing the Work of Nonprofit Boards** by Richard P. Chait, William P. Ryan, and Barbara E. Taylor. Hoboken, NJ: John Wiley & Sons. (HD 62.6 G478 2005)
- Grassroots and Nonprofit Leadership: A Guide for Organizations in Changing Times** by Berit M. Lakey. Philadelphia, PA: New Society Publishers. (HD 62.6 G725 1995)
- Guide to Positive Staff-Board Relations for Directors of Not-For-Profit Organizations** by Sandi L. Humphrey and Donald Evans. Toronto, ON: Canadian Society of Association Executives. (HD 62.6 H846 2016)
- High Performance Nonprofit Organizations: Managing Upstream for Greater Impact** by Christine W. Letts, William P. Ryan, and Allen Grossman. New York, NY: Wiley. (HD 62.6 L47 1999)
- The Jossey-Bass Reader on Nonprofit and Public Leadership** edited by James L. Perry. San Francisco, CA: Jossey-Bass. (HD 57.7 J67 2010)
- The Management of Nonprofit and Charitable Organizations in Canada** edited by Keith Seel. Toronto, ON: LexisNexis. (HD 62.6 M355 2018)
- Managing and Measuring Performance in Public and Nonprofit Organizations: An Integrated Approach** by Theodore H. Poister, Jeremy L. Hall, and Maria P. Aristigueta. San Francisco, CA: Jossey-Bass & Pfeifer Imprints, Wiley. (HD 58.9 P65 2015)
- Managing Human Behavior in Public and Nonprofit Organizations** by Robert B. Denhardt, Janet V. Denhardt, and Maria P. Aristigueta. Los Angeles, CA: Sage Publications. (HD 62.6 D449 2013)
- Managing the Non-Profit Organization: Practices and Principles** by Peter F. Drucker. New York, NY: HarperBusiness. (HD 62.2 D78 1992)
- The Nonprofit Handbook: Management** edited by Tracy Daniel Connors. New York, NY: John Wiley. (HD 62.6 N662 2001)
- The Nonprofit Human Resource Management Handbook: From Theory to Practice** edited by Jessica E. Sowa and Jessica K.A. Word. New York, NY: Routledge, Taylor & Francis Group. (HD 62.6 N656 2017)
- The Nonprofit Leadership Transition and Development Guide: Proven Paths for Leaders and Organizations** by Thomas Adams. San Francisco, CA: Jossey-Bass. (HD 62.6 A33 2010)
- The Nonprofit Sector in Canada: Roles and Relationships** edited by Keith G. Banting. Montreal, QC: School of Policy Studies, Queen's University Press. (HD 2769.2 C2 N657 2000)
- The Public Relations Handbook for Nonprofits: A Comprehensive and Practical Guide** by Art Feinglass. San Francisco, CA: Jossey-Bass. (HD 62.6 F447 2005)
- Resolving Conflict in Nonprofit Organizations: The Leader's Guide to Finding Constructive Solutions** by Marion Peters Angelica. St. Paul, MN: Amherst H. Wilder Foundation. (HD 42 A527 1999)

**Risk Management Primer for Directors of Not-for-Profit Organizations** by Paulette Vinette and Stuart Hartley. Toronto, ON: Canadian Society of Association Executives. (HD 62.6 V567 2008)

**Seven Turning Points: Leading through Pivotal Transitions in Organizational Life** by Susan Gross. St. Paul, MN: Fieldstone Alliance. (HD 62.6 G77 2009)

**Staff Screening Tool Kit.** Washington, DC: Nonprofit Risk Management Center. (HF 5549.5 E429 S834 2004)

**Strategic Communications for Nonprofit Organizations: Seven Steps to Creating a Successful Plan** by Sally J. Patterson and Janel M. Radtke. Hoboken, NJ: Wiley. (HF 5415 R239 2009)

**Uncharitable: How Restraints on Nonprofits Undermine Their Potential** by Dan Pallotta. Medford, MA: Tufts University Press. (HD 2769.15 P35 2008)

**Winning Negotiations That Preserve Relationships.** Boston, MA: Harvard Business Press. (HD 58.6 W566 2004)

**Working Across Generations: Defining the Future of Nonprofit Leadership** by Frances Kunreuther, Helen Kim, and Robby Rodriguez. San Francisco, CA: Jossey-Bass. (HD 62.6 K86 2009)

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**FINANCES - BOOKS**

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**Financial Management for Nonprofit Human Service Organizations** by Raymond Sanchez Mayers. Springfield, IL: Charles C Thomas. (HV 95 M33 2004)

**Keeping the Record Straight: Introductory Accounting for Not-for-Profit Organizations.** Toronto, ON: Certified General Accountants Association of Ontario. (HF 5686 N56 K447 2012)  
[http://www.cga-ontario.org/assets/file/publication\\_keeping\\_record\\_straight.pdf](http://www.cga-ontario.org/assets/file/publication_keeping_record_straight.pdf)

**Management Control in Nonprofit Organizations** by David W. Young. Cambridge, MA: Crimson Press. (HF 5686 N56 A62 2012)

**The Simplified Guide to Not-For-Profit Accounting, Formation and Reporting** by Laurence Scot. Hoboken, NJ: John Wiley & Sons. (HF 5686 N56 S36 2010)

**Streetsmart Financial Basics for Nonprofit Managers** by Thomas A. McLaughlin. Hoboken, NJ: Wiley. (HG 4027.65 M35 2016)

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**FUNDRAISING - BOOKS**

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**Asking: A 59-Minute Guide to Everything Board Members, Volunteers, and Staff Must Know to Secure the Gift** by Jerold Panas. Medfield, MA: Emerson & Church. (HV 41.2 P358 2009)

**CPR for Nonprofits: Creative Strategies for Successful Fundraising, Marketing, Communications, and Management** by Alvin H. Reiss. San Francisco, CA: Jossey-Bass. (HG 177.5 U6 R45 2000)

**The “Please” and “Thank You” of Fundraising for Non-Profits: Fifteen Essential Ingredients for Success** by ArLyne Diamond. Toronto, ON: Productive Publications. (HV 41.2 D52 2006)

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**FUNDRAISING - DVDs**

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D326            **Fundraising for the Fire Service** (DVD, 30 minutes)  
Funding has always been a problem for the fire service. Too often, the municipal or federal dollars fall short, and it's up to you to make up the difference ... or go without. This program helps you bridge that gap. (Trinity Workplace Learning)  
(TH 9158 F864 2005)

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**LEADERSHIP - BOOKS**

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**Forces for Good: The Six Practices of High-Impact Nonprofits** by Leslie R. Crutchfield and Heather McLeod Grant. San Francisco, CA: Jossey-Bass. (HD 62.6 C78 2012)

**Leaders Who Make a Difference: Essential Strategies for Meeting the Nonprofit Challenge** by Burt Nanus and Stephen M. Dobbs. San Francisco, CA: Jossey-Bass. (HD 62.6 N36 1999)

**Leading Without Power: Finding Hope in Serving Community** by Max De Pree. San Francisco, CA: Jossey-Bass. (HN 90 V64 D4 1997)

**Mission-Based Management: Leading Your Not-For-Profit in the 21<sup>st</sup> Century** by Peter C. Brinckerhoff. Hoboken, NJ: John Wiley & Sons. (HD 62.6 B74 2009)

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**MARKETING - BOOKS**

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**Marketing in the Public Sector: A Roadmap for Improved Performance** by Philip Kotler and Nancy Lee. Upper Saddle River, NJ: Wharton School Pub. (JF 1525 P67 K68 2007)

**Strategic Marketing for Nonprofit Organizations** by Alan R. Andreasen and Philip Kotler. Upper Saddle River, NJ: Pearson/Prentice-Hall. (HF 5415 A622 2008)

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**PLANNING - BOOKS**

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**20 Questions Directors of Not-for-Profit Organizations Should Ask About Strategy and Planning** by Hugh Lindsay. Toronto, ON: Canadian Institute of Chartered Accountants.  
(HD 30.28 L563 2008)

**Creating Your Strategic Plan: A Workbook for Public and Nonprofit Organizations** by John M. Bryson and Farnum K. Alston. San Francisco, CA: Jossey-Bass. (HD 30.28 B788 2011)

**Nine Steps to Strategic Planning for Non-Profit Organizations: A Workbook** by Ernie Ginsler. Kitchener, ON: LAMP Consultants to Non-Profits. (HD 62.6 G557 1990)

**Nonprofit Risk Management and Contingency Planning: Done in a Day Strategies** by Peggy M. Jackson. Hoboken, NJ: Wiley. (HD 62.6 J334 2006)

**Strategic Planning for Nonprofit Organizations: A Practical Guide for Dynamic Times** by Michael Allison and Jude Kaye. Hoboken, NJ: John Wiley & Sons, Inc. (HD 62.6 A45 2015)

**Strategic Planning for Public and Nonprofit Organizations: A Guide to Strengthening and Sustaining Organizational Achievement** by John M. Bryson. San Francisco, CA: Jossey-Bass. (HD 30.28 B79 2011)

**Strategic Planning Workbook for Nonprofit Organizations** by Bryan W. Barry. St. Paul, MN: Amherst H. Wilder Foundation. (HD 62.6 B37 1997)

**Successful Strategic Planning: A Guide for Nonprofit Agencies and Organizations** by Patrick J. Burkhart and Suzanne Reuss. Newbury Park, CA: Sage Publications. (HD 30.28 B83 1993)

***Other related bibliographies:***

- Boards of Directors

***Last updated: September 20, 2018***

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