

# Rollins College Philanthropy and Nonprofit Leadership Center Library Catalog

<i>Topic</i>	<i># of Copies</i>	<i>Title</i>	<i>Publisher</i>	<i>Copyright</i>	<i>Authors/ Editor</i>
<b>Benevon Series</b>					
	4	Raising More Money Workbook: Building Lifelong Donors Raising More Money Building Lifelong Donors The Point of Entry Handbook The Ask Event Beyond the Ask Event Building Lifelong Donors DVD Building Lifelong Donors VHS Re-Igniting Your Board VHS		2002 2002 2002 2002 2002 Axelrod Axelrod Axelrod	Axelrod Axelrod Axelrod Axelrod Axelrod Axelrod Axelrod Axelrod
<b>Fieldstone Alliance Series</b>					
<b>Advocacy</b>		Power in Policy The Nonprofit Board Members Guide to Lobbying and Advocacy The Lobbying and Advocacy Handbook for Nonprofit Organizations	Fieldstone Alliance Fieldstone Alliance Fieldstone Alliance	2007 2004 2002	Arons Avner Avner
<b>Collaboration</b>		The Fieldstone Nonprofit Guide to Forming Alliances Collaboration: What Makes it Work	Fieldstone Alliance Fieldstone Alliance	2005 2001	Hoskins and Angelica Mattessich, Murray-Close and Monsey
	2	The Nimble Collaboration	Amherst Wilder Foundation	2002	Ray
	3	Collaboration Handbook: Creating, Sustaining, and Enjoying the Journey	Amherst Wilder Foundation	1994	Winer and Ray
<b>Finance Set</b>	2	Coping with Cutbacks Financial Leadership	Amherst Wilder Foundation Fieldstone Alliance	1997 2005	Angelica and Hyman Bell and Schaffer
	2	Nonprofit Stewardship	Fieldstone Alliance	2004	Brimckerhoff
	2	Bookkeeping Basics	Amherst Wilder Foundation	2003	Ruegg and Venkatrathnam
<b>Management Planning</b>		The Fieldstone Alliance Guide to Crafting Effective Mission and Vision Statements Strategic Planning Workbook for Nonprofit Organizations The Manager'e Guide to Program Evaluation Benchmarking for Nonprofits: How to Measure, Manage, and Improve Performance Five Life Stages of Nonprofi Organizations	Fieldstone Alliance Fieldstone Alliance Fieldstone Alliance Fieldstone Alliance Fieldstone Alliance	2001 1997 2003 2006 2001	Angelica Barry Mattessich Saul Simon
<b>Advocacy</b>					
		Investing in Change: A Finder's Guide to Supporting Advocacy Loud and Clear in an Election Year Make a Difference for Your Cause: Strategies for Nonprofit Engagement in Legislative Advocacy Worry-Free Lobbying For Nonprofits; How to use the 501(h) Election to Maximize Effectiveness	Alliance for Justice SPIN Project Alliance for Justice	2004 2004 2003	 Minch, Haddow & Saponara  
<b>Board Governance</b>					
<b>Boardsource Toolkits</b>					
		Getting On Board with Effective Orientation Recruiting a Stronger Board Surviving the Financial Crisis	Boardsource Boardsource Boardsource	2009 2009 2009	
<b>Boardsource Governance Series</b>					
	2	1. Ten Basic Responsibilities of Nonprofit Boards	Boardsource	2009	Ingram
	2	2. Legal Responsibilities of Nonprofit Boards	Boardsource	2009	Hopkins
	2	3. Financial Responsibilities of Nonprofit Boards	Boardsource	2009	Lang
	2	4. Fundraising Responsibilities of Nonprofit Boards	Boardsource	2009	Greenfield
	2	5. The Nonprofit Board's Role in Mission, Planning, and Evaluation	Boardsource	2009	Grace, McClellan & Yankey
	3	6. Structures and Practices of Nonprofit Boards	Boardsource	2009	Dambach, Davis & Gale
<b>Boardsource Committee Series</b>					
		Transforming Board Structure: Strategies for Committees and Task Forces 1. Governance Committee 2. Executive Committee 3. Financial Committees 4. Development Committee	Boardsource Boardsource Boardsource Boardsource Boardsource	2004 2004 2004 2004 2004	Bobowick, Hughes & Lakey Lakey, Hughes & Flynn Light McLaughlin Tempel
	3	The Source: 12 Principles of Governance that Power Exceptional Boards The Principles Workbook	Boardsource Boardsource	2005 2009	

	Trouble at the Top: The Nonprofit Board's Guide to Managing an Imperfect Chief Executive	Boardsource	2009 Kissman
	Fearless Fundraising	Boardsource	2008 Sternberg
	Getting the Best from Your Board	Boardsource	2007 Williams
<b>Ethics</b>			
	Critical Issues in Fundraising	John Wiley and Sons	1997 Burlingame
	Ethical Decision Making in Fundraising	John Wiley and Sons	2000 Fischer
	The Magic of Dialogue	Simon & Schuster	1999 Yankelevich
<b>Evaluations</b>			
	Measuring the Performance of Human Service Programs	SAGE Publications	2010 Martin and Kettner
	A Funders Guide to Evaluation: Leveraging Evaluation to Improve Nonprofit Effectiveness	Fieldstone Alliance	2005 York
2	Introducing Outcomes: Basic Definitions and Concepts in Program Outcome Measurement	United Way	
	Measuring Program Outcomes: A Practical Approach	United Way	
	Evaluation Handbook	W.K. Kellogg Foundation	
	ASTD Trainer's Toolkit: More Needs Assessment Instruments	American Society for Training and Development	1994 Wilcox
	ASTD Trainer's Toolkit: Still More Needs Assessment Instruments	American Society for Training and Development	1999 Stadius
<b>Financial Management</b>			
	Complete Business Plan	Adams Streetwise	1998 Bob Adams
2	Coping with Cutbacks -- The Nonprofit Guide to Success when Times are Tight	Fieldstone Alliance Publishing Center	1997 Emil Angelica & Vincent Hyman
	Financial Leadership for Nonprofit Executives	Fieldstone Alliance Publishing Center	2005 Bell & Schaffer
2	Understanding Nonprofit Financial Statements	Boardsource	2005 Berger
	Reading and Understanding Financial Statements		1995 Brewer, Beemer, Kuehnhackl & Koon
2	Nonprofit Stewardship -- A Better Way to Lead Your Mission Based Organization	Fieldstone Alliance Publishing Center	2004 Brinckerhoff
	Audit Committee Effectiveness-What Works Best	Institute of Internal Auditors Foundation	2005 Bromilow & Berlin
	QuickBooks for Not-for-Profit Organizations		2008 Manor
	The Cash Flow Management Book	Jossey-Bass Publishing	2001 Dropkin & Hayden
	Streetsmart Financial Basics for Nonprofit Managers	John Wiley & Sons	2002 McLaughlin
	Grant Seeker's Budget Toolkit	John Wiley & Sons	2001 Quick
	Not-for-Profit Accounting Made Easy	John Wiley & Sons	2002 Ruppel
	Bookkeeping Basics	Fieldstone Alliance Publishing Center	2003 Ruegg & Venkatrathnam
	Publishing the Nonprofit Annual Report	Jossey-Bass Publishing	2002 Taylor
<b>Fundraising / Development</b>			
	Codes of Fundraising Practice	Institute of Fundraising	2002
	Speaking of Money	Boardsource	1995 Downs
<i>Excellence in Fundraising Workbook Series:</i>	Planning Special Events	Jossey-Bass Publishing	2001 Armstrong
<i>Excellence in Fundraising Workbook Series:</i>	Preparing Your Capital Campaign	Jossey-Bass Publishing	2000 Bancel
<i>Excellence in Fundraising Workbook Series:</i>	Planning and Implementing your Major Gifts Campaign	Jossey-Bass Publishing	2002 Irwin-Wells
<i>Excellence in Fundraising Workbook Series:</i>	Building Your Direct Mail Program	Jossey-Bass Publishing	2001 Lister
<i>Excellence in Fundraising Workbook Series:</i>	Building Your Endowment	Jossey-Bass Publishing	2003 Schumacher
<i>Excellence in Fundraising Workbook Series:</i>	Developing Your Case For Support	Jossey-Bass Publishing	2001 Seiler
	A Funder's Guide to Organizational Assessment	Fieldstone Alliance Publishing Center	2005 Bartczak
	Generations -- The Challenge of a Lifetime for Your Nonprofit	Fieldstone Alliance Publishing Center	2007 Brinckerhoff
	Relationship Fundraising	Jossey-Bass Publishing	2002 Burnett
	A Vision for and Brief History of Youth Philanthropy	Association of Fundraising Professionals	2007 Falk & Nissan
	Fundraising in Diverse Cultural and Giving Environments	Jossey-Bass Publishing	2003 Fogel
	Team-Based Fundraising Step By Step	Jossey-Bass Publishing	2000 Carlson
	Take the Fear Out of Asking for Major Gifts		2008 Donovan
2	Conducting a Successful Capital Campaign	John Wiley & Sons	2000 Dove
2	Conducting a Successful Annual Giving Program	John Wiley & Sons	2001 Dove, Lindauer, Madvig
	Conducting a Successful Development Services Program	John Wiley & Sons	2002 Dove, Martin, Wilson, Bonk, Beggs
	Conducting a Successful Fundraising Program	John Wiley & Sons	2001 Dove
	Developing Major Gifts: Turning Small Donors into Big Contributors	Aspen Publishing	2001 Fredricks

3	Fundraising Fundamentals: A Guide to Annual Giving for Professionals and Volunteers	John Wiley & Sons	2002 Greenfield
	The Nonprofit Handbook Fundraising 3rd Edition	John Wiley & Sons	2001 Greenfield
	Prospect Research: A Primer for Growing Nonprofits	Jones and Bartlett Publishers	2008 Hogan
	The Law of Fundraising	John Wiley & Sons	2005 Hopkins
	Direct Response Fundraising	John Wiley & Sons	2000 Johnston
	Planned Giving Marketing Management and Law	John Wiley & Sons	2000 Jordan
	Planned Giving for Small Nonprofits	John Wiley & Sons	2002 Jordan and Quinn
	Conducting Community Forums: Engaging Citizens, Mobilizing Communities	Amherst Wilder Foundation	2003 Lukas and Hoskins
	The Vision Retreat	Jossey-Bass Publishing	1995 Nanus
2	The Grantseekers Toolkit: A Comprehensive Guide to Finding Funding	John Wiley & Sons	1998 New, Quick
	Opening Doors: Pathways to Diverse Donors	Jossey-Bass Publishing	2002 Newman
	Growing From Good to Great	Bonus Books Inc	1995 Nichols
	Donor-initiated Fundraising: Issues and Guidelines for Community Foundations	Council on Foundations	1997 Nober
	Cultivating Diversity in Fundraising	John Wiley & Sons	2002 Pettey
	How to Hire the Right Fundraising Consultant	The Taft Group	1985 Raybin
	Achieving Excellence in Fundraising	Jossey-Bass Publishing	2003 Rosso
	The Fundraising Planner: A Working Model for Raising the Dollars You Need	Jossey-Bass Publishing	1999 Schaff
	Planned Giving Simplified: The Gift the Giver and the Gift Planner	John Wiley & Sons	1999 Sharpe
	How to Produce Fabulous Fundraising Events	Quality Books Inc.	1999 Stallings and McMillion
	Careers in Fundraising	John Wiley & Sons	2002 Wagner
2	Fundraising on the Internet	Jossey-Bass Publishing	2002 Warwick
	How to Write Successful Fundraising Letters	Jossey-Bass Publishing	2001 Warwick
	Capital Campaigns from the Ground Up: How Nonprofits Can Have the Building of Their Dreams	John Wiley & Sons	2004 Weinstein
	The Complete Guide to Fundraising Management	John Wiley & Sons	2002 Weinstein

**Human Resources /  
Volunteerism**

	109 Ways to Retain Volunteers and Members	Stevenson Inc	2008
	Essentials of Supervising and Managing Volunteers	Stevenson Inc	2008
	Emerging Areas of Volunteering		2005 Brudney
	Measuring the Performance of Human Services Programs	SAGE Publications	2010 Martin & Kettner
	The Big Book of Business Games	McGraw-Hill	1996 Newstrom & Scannell
	The Nonprofit Membership Toolkit	John Wiley & Sons	2003 Robinson
	Building Staff/Volunteer Relations	Energize, Inc	2003 Scheier

**Leadership**

	Secrets of a CEO Coach	McGraw Hill	1999 Benton
	Flawless Consulting -- A Guide to Getting Your Expertise Used	Jossey-Bass Publishing	2000 Block
	The Leadership Pill	Free Press	2003 Blanchard and Muchnick
	Customer Mania	Free Press	2004 Blanchard, Ballard and Finch
	Go Team! Take Your Team to the Next Level	Berrett-Koehler Publishers, Inc	2005 Blanchard, Randolph and Grazer
	Governance and Leadership	John Wiley & Sons	2005 Chait, Ryan and Taylor
	Collaborative Leadership	Jossey-Bass Publishing	1994 Chrislip and Larson
	Catch! A Fishmonger's Guide to Greatness	Berrett-Koehler Publishers, Inc	2004 Crother
	Time Traps: Proven Strategies for Swamped Salespeople	Thomas Nelson, Inc.	2004 Duncan
	Getting to Yes	Penguin Group	1991 Fisher & Ury
	Making a Leadership Change	Authors Choice Press	2003 Gilmore
	Servant Leadership	Paulist Press	2002 Greenleaf
2	Leadership on the Line	Harvard Business School Press	2002 Heifetz and Linsky
	Masterful Coaching	John Wiley & Sons	2003 Hargrove
	Leadership Beyond the Walls	Jossey-Bass Publishing	1999 Hesselbein, Goldsmith and Somerville
	A Leader to Leader Guide: On A Mission and Leadership	Jossey-Bass Publishing	2002 Hesselbein and Johnston
	A Leader to Leader Guide: On High Performance Organizations	Jossey-Bass Publishing	2002 Hesselbein and Johnston
	Please Understand Me II	Prometheus Nemesis Book Company	1998 Keirsey
2	The Leadership Challenge	Jossey-Bass Publishing	2002 Kouzes and Posner
	Leadership Practices Inventory	Jossey-Bass Publishing	2001 Kouzes and Posner
	Ethics 101	Center Street	2003 Maxwell
	The Difference Maker: Making your Attitude your Greatest Asset	Nelson Business	2006 Maxwell
	The 21 Irrefutable Laws of Leadership	Nelson Business	1998 Maxwell
	Flipping the Switch	G.P. Putnam's Sons	2006 Miller

Leadership Skills: Developing Volunteers for Organizational Success	Fisher Books	1994 Morrison
Gifts Differing: Understanding Personality Type	Consulting Psychologists Press	1995 Myers and Myers
Visionary Leadership	Jossey-Bass Publishing	1992 Nanus
Results Rule!	John Wiley & Sons	2006 Pennington
Change the World: How Ordinary People can Accomplish Extraordinary Results	John Wiley & Sons	2000 Quinn
How Full is Your Bucket? Positive Strategies for Work and Life	Gallup Press	2004 Rath and Clifton
The Fred Factor	Doubleday	2004 Saborn
The Skilled Facilitator	Jossey-Bass Publishing	2002 Schwartz
The Leader Within: Learning Enough about Yourself to Lead Others	Pearson Prentice Hall	2005 Zigarmi, Blanchard, O'Connor and Edeburn

## Nonprofit Management

	Sample Job Descriptions in Fundraising	AFP	2002
	Emergency Management Guide for Business and Industry	American Red Cross	unknown
	Guidebook for Directors of Nonprofit Corporations	Committee on Nonprofit Corporations	2002
	Score: Business Planning Tools for nonprofit organizations	SCORE	unknown
	Nonprofit Management and Leadership	John Wiley and Sons	2001
	Disaster Preparedness and Recovery	Boardsource	2001 Lang & Larkin
	Seven Steps to an Effective Leadership Transition	National Center for Nonprofit Boards	1996 Albert
	Strategic Planning Workbook	Amherst Wilder Foundation	1994 Barry
	The Dilbert Principle	Harper Collins Publishing	1996 Adams
	First Break all the Rules	Simon & Schuster	1999 Buckingham & Coffman
	The Accidental Techie	Fieldstone Alliance Publishing Center	2005 Bennett
	Making a Difference: The Management and Governance of Nonprofit Enterprises	CCE Publications	2010 Berman
	Creating Your Employee Handbook	Jossey-Bass Publishing	2000 Bernstein
	Faith Based Management	John Wiley and Sons	1999 Brinckerhoff
	Mission Based Management	John Wiley and Sons	2001 Brinckerhoff
	Making the Most of Change	Da Campo Press	2003 Bridges
	Strengthening Nonprofit Performance: A Funders Guide to Capacity Building	Wilder Publishing Center	2002 Connolly & Lukas
2	The Nonprofit Handbook: Management 3rd Edition	John Wiley and Sons	2001 Connors
	Monday Morning Leadership	Cornerstone Leadership Institute	2002 Cottrell
	The Manager's Coaching Handbook	Cornerstone Leadership Institute	2002 Cottrell & Layton
	Enterprising Nonprofits: A Toolkit for Social Entrepreneurs	John Wiley and Sons	2001 Dees, Economy & Emerson
	Strategic Tools for Social Entrepreneurs: Enhancing the Performance of Your Nonprofit	John Wiley and Sons	2002 Dees, Economy & Emerson
	Finding Your Way in the Consulting Jungle	Jossey-Bass Publishing The American Society of Corporate Secretaries and The American Bar Association Section of Business Law	2001 Freedman & Zackrisson
	Nonprofit governance: the Executive's Guide		1997 Futter and Overton
	The Greater Good: How Philanthropy Drives the American Economy and Can Save Capitalism	Henry Holt & Company	2003 Gaudiani
	Nonprofit Internet Strategies	John Wiley and Sons	2005 Hart, Greenfield & Johnston
	Pillars of Accountability: A risk Management Guide for Nonprofit Boards	Nonprofit Risk Management Center	2004 Herman
	Managing Nonprofits.org: Dynamic Management for the Digital Age	John Wiley and Sons	2002 Hecht & Ramsey
	Simplicity: The New Competitive Advantage in a World of More, Better, Faster	Perseus Publishing	2000 Jensen
	Obsessions of an Extraordinary Executive	Jossey-Bass Publishing	2000 Lencioni
2	Making Nonprofits Work	The Brookings Institution	2000 Light
	The Legislative Labyrinth: A Map for Nonprofits	John Wiley and Sons	2001 Pidgeon
	Vital Signs: Anticipating, Preventing, and Surviving a Crisis in a Nonprofit	Nonprofit Risk Management Center	2001 Herman & Oliver
	Careers in the Nonprofit Sector	Harvard Business School	2000 Lowell
2	Executive Directors Guide: the guide for Successful Nonprofit Management	Third Sector New England	2002 Linnell, Radosevich, & Spack
	Grant Writer's Toolkit	John Wiley and Sons	2000 Quick & New
	Membership Development: An Action Plan for Results	Aspen Publishers, Inc	2002 Rich & Hines
	Breakthrough Thinking for Nonprofit Organizations	Jossey-Bass Publishing	2002 Ross & Segal
	The State of Nonprofit America	Brookings Institution Press	2002 Salamon
	The Consultants Toolkit	McGraw Hill	2001 Siberman
	The 5 Life stages of a Nonprofit Organization	Amherst Wilder Foundation	2001 Simon
2	The Complete Guide to Nonprofit Management	John Wiley and Sons	2000 Smith, Bucklin & Associates
	Unleashing Excellence	DC Press	2003 Snow & Yanovitch

## Organizational Development and Strategic Planning

	Strategic Planning for Nonprofit Organizations	John Wiley and Sons	1997 Allison and Kaye
	Crafting Effective Mission and Vision Statements	Fieldstone Alliance Publishing Center	2001 Angelica
	The Collaboration Challenge	Jossey-Bass Publishing	2000 Austen

	The Collaboration Challenge Workbook	Jossey-Bass Publishing	2002 Austen
	Starting and Managing a Nonprofit Organization	John Wiley and Sons	2009 Hopkins
	Five Life Stages of Nonprofit Organizations	Fieldstone Alliance Publishing Center	2001 Simon
<b>Proposal Writing</b>			
	Successful Grants Program Management	Jossey-Bass Publishing	2000 Bauer
2	Demystifying Grant Seeking	Jossey-Bass Publishing	2001 Brown & Brown
	How to Become a Grant Writing Consultant: A Start-up Resource Guide for Your Home-Based Business	BBA, Inc.	2005 Browning
	Winning Grants	Jossey-Bass Publishing	2002 Carlson
2	Storytelling for Grantseekers: The Guide to Creative Nonprofit Fundraising	Jossey-Bass Publishing	2001 Clarke
	Your First Business Plan: A Simple Question and Answer Format Designed to Help You Write Your Own Plan	Sourcebooks, Inc	1998 Covello & Hazelgren
	Approaching Foundations: Suggestions and Insights for Fundraisers	Jossey-Bass Publishing	2000 Glass
	International Fundraising for Not-for-Profits: A Country by Country Profile	John Wiley & Sons	1999 Harris
2	The Only Grant-Writing Book You'll Ever Need	Carroll & Graf Publishers	2009 Karsh and Fox
	Grantseekers Toolkit: A Comprehensive Guide to Finding Funding	John Wiley & Sons	1998 New & Quick
	Grant Winner's Toolkit: Project Management and Evaluation	John Wiley & Sons	2000 Quick & New
	How to Write Successful Corporate Appeals with Full Examples	The Taft Group	1982 Sinclair
	Webster's New World Grant Writing Handbook	Wiley Publishing	2004 Wason
	The Grantwriter's Start-Up Kit: A Beginner's Guide to Grant Proposals	Successful Images, Inc	2000