

# RESEARCH GUIDE

## NONPROFIT

### George Mason University Libraries

Unless otherwise noted, all resources are available at the Arlington Campus Library.

#### SEARCHING NOTE!!!

Since nonprofit is often spelled more than one way, you should consider typing your search statement as: **nonprofit, non-profit, non profit, not-for-profit, or not for profit.**

### Reference Sources

#### *Almanacs:*

**The New Nonprofit Almanac and Desk Reference : the Essential Facts and Figures for Managers, Researchers, and Volunteers** / Murray S. Weitzman ... [et al.]. San Francisco : Jossey-Bass, c2002. Ref HD2769.2.U6 N47 2002.

**Nonprofit Almanac.** San Francisco: Jossey-Bass Publishers, 1997. Ref HD2769.2 .U6 D55. Economic and statistical profiles of the independent sector in the United States.

#### *Bibliographies:*

**The Literature of the Nonprofit Sector: A Bibliography with Abstracts.** Johnson, Jean E. New York: Foundation Center, 1996. HD62.6 .D47. Includes literature on philanthropy, the foundation world, nonprofit sector and related philanthropy works, i.e., project reports, studies and statistical analyses. Contains limited information on funding to individuals for scholarships and fellowships.

#### *Dictionaries:*

**The Facts on File Dictionary of Nonprofit Organization Management.** New York: Facts on File, 1986. Ref HD 62.6 .O88.

**The NSFRE Fund-Raising Dictionary (National Society of Fund Raising Executives).** Levy, Barbara R. et al. New York: John Wiley & Sons Inc., 1996. Ref HG177 .N77.

**Nonprofit Law Dictionary.** Hopkins, Bruce. New York: Wiley, 1994. Ref AS29.5 .W5.

#### *Directories:*

**Corporate Giving Directory.** Michigan: The Taft Group, 2003. Ref HN 97 .A3 T29. Profiles of major corporate foundations in America and corporate charitable giving programs as well as detailed explanations to help one understand how important funding decisions are carried out.

**CyberHound's Guide to Associations & Nonprofit Organizations on the Internet.** Moran, Amanda M., ed. Detroit, MI : Gale, 1997. Ref HD2769.15 .C93. Detailed information on approximately 2500 sites of membership associations and other nonprofits.

**Encyclopedia of Associations.** Michigan: Gale Research Co, (annual). Ref AS 22 E5. Comprehensive information on more than 22,000 nonprofit American membership organizations of national scope. Organizations fall into seven general categories: national, nonprofit membership associations; international associations; local and regional associations; non-membership associations; for-profit organizations; defunct associations; and untraceable associations.

**Encyclopedia of Associations: Regional, State & Local Organizations.** Michigan: Gale Research Co, (annual). Ref AS 22 E53. Contains a listing of nonprofit membership organizations at the state, county, city, neighborhood and local levels in the United States and its territories. Types of associations include trade and professional; social welfare and public affairs organizations; labor unions; fraternal and patriotic organizations; religious, sports, and hobby groups; and many other types of organizations comprising voluntary members.

**The Foundation Directory.** New York: The Foundation Center. Ref. AS 911 .A2 F6. Provides information on finances, governance, and giving interests of 10,000 largest grantmaking foundations in the U.S. The 10,000 foundations represent less than one-fifth of all active grantmaking foundations in the U.S., but they hold 90 percent of all foundation assets and 90.5 percent all foundation giving.

**National Directory of Nonprofit Organizations.** Rockville, Md: The Taft Group. Ref AS 29.5 .N38. The data are provided by the Internal Revenue Service, and contact and factual information is made available on nonprofits with reported incomes at or above \$25,000.

**The Nonprofit Manager's Resource Directory.** Landskroner, Ronald. New York: Wiley, 1996. Ref HD62.6 .L36. . The 2002 edition is available for students as an e-book. Information and referral clearinghouse which has information for assisting with the day-to-day operations and long term viability of individual nonprofit and the sector as a whole.

**Nonprofit Sector Yellow Book: Who's Who in the Management of the Leading Foundations, Universities, Museums and Other Nonprofit Organizations.** New York: Leadership Directories, Inc., 2004. Fenwick Ref HD2769.2.U6 N66. Provides biographical information on over 20,000 board members and over 25,000 executives of leading nonprofit organizations, as well as detailed contact information on these organizations.

**Sales Prospecting and Territory Planning Directory: 4000 Richest Organizations in North America.** Thomas, John C. New York: Amacom, 1990. Ref HG4057 .A464. Considered one of the most complete sources of information on more than 4100 organizations with revenues exceeding \$250 million. Organizations include government agencies, nonprofit organizations and publicly and privately held corporations and their subsidiaries and divisions.

**Think Tank Directory.** Topeka, KS: Government Research Service, 2001. Ref H96 .T48. Basic information, i.e., contact information, purpose, policy areas, research priorities, operating methods, budget, funding sources, publications, staff and organizational structure, about think tanks (independent and university-affiliated) which are nonprofit public policy research organizations.

**Who's Who in Washington Nonprofit Groups.** Washington, DC: Congressional Quarterly, 1994. Ref AS 29.5 W5 1994. A list of organizations arranged by their area of issue(s).

*Finance:*

**Audits of Certain Nonprofit Organizations: With Conforming Changes as of ...** Chicago: American Institute of Certified Public Accountants, 2001-2003. Ref HF5686 .N56 A45. A guide which offers assistance to preparation of financial statements so that the statements are in conformity with the generally accepted accounting principles, and assistance to auditors in meeting the generally accepted auditing standard for auditing and reporting financial statements.

**CPA Examination Review.** New York: John Wiley & Sons, Inc. Ref HF5661 .C7233 Fenwick Library. 2001 Edition also available as an e-book.

*Grants*

**Annual Register of Grant Support: A Directory of Funding Sources.** Chicago: Marquis Professional Publishers, (annual). Ref AS911 .A2 A6. Includes details of grant supporting programs emanating from government agencies, corporations, public & private foundations, education & professional associations, community trusts, unions and special interest organizations.

**Corporate and Foundation Grants.** Rockville, MD: Taft Group, 1994. Ref HG4028 .C6 C66. Users of this resource will find listings of more than 80,000 grants distributed by over 5500 grantmakers. Also included is a listing of grants and recipient types by the locations of the recipient themselves.

**Educational and Nonprofit Institutions Receiving Prime Contract Awards for Research, Development, Test, and Evaluation.** D 1.57/8 Government Documents (microfiche)/ Fenwick Library. Prime Awards issued by the Department of Defense for contracts, grants and agreements with educational and nonprofit institutions pursuing activities equivalent to research, development, test and evaluation (RDT&E). Awards are categorized by RDT&E Funding and presented in two major RDT&E budget categories: Technology Base and Development.

**Foundation Grants Index.** Washington DC: Foundation Center, (annual). Ref AS 911 .A2 F66. Identifies the funding interests of major foundations by subject and geographic focus, types of support awarded, types of organizations funded and population groups served.

**Government Assistance Almanac.** Dumouchel, J. Robert. Washington, DC: Foggy Bottom Publications, (annual). Ref HC110 .P63 G69. Identifies all domestic programs available from federal agencies and offers guidance to those who choose to apply for the assistance available through these programs.

**Grants for Nonprofit Organizations: A Guide to Funding and Grant Writing.** Gilpatrick, Eleanor. New York: Praeger, 1989. Ref HG177 .G56. Designed to be used alone, this book is written for professionals who are responsible for preparing grant proposals for their organizations and for those who eventually expect to prepare them.

**Operating grants for nonprofit organizations.** Phoenix, Ariz. : Oryx Press, 2000- . Ref. HD2769.2.U6 O64. The book contains more than 1,000 funding programs for general operating expenses of nonprofits and other institutions. Funders come from private and public sectors.

## *Law/Legislation*

**The International Guide to Nonprofit Law.** Salamon, Lester M. New York: Wiley, 1997. Ref K656 .S25. This book contains the basic law of nonprofit organizations in 24 countries.

**The Second Legal Answer Book for Nonprofit Organizations.** Hopkins, Bruce. New York: Wiley, 1998. Ref KF1388 .Z9 H67. A resource for nonprofit executives, board members, lawyers, fundraising professionals, and accountants needing quick and authoritative answers regarding laws which govern nonprofit organizations.

**The Law of Tax-Exempt Organizations.** Hopkins, Bruce. New York: Wiley, 1998. Ref KF6449 .H6 1998. Provided is a summary of the law as it pertains to tax-exempt organizations; and references to the Internal Revenue Code provisions, tax regulations, court opinions, and public and private rulings from the Internal Revenue Service.

**Tax-Exempt Status for Your Organization.** T 22.44/2:557/Government Documents/ Fenwick Library. A publication of the Internal Revenue Service. This is also available as an e-book.

## *Management/Governance*

**How to Write Successful Fundraising Letters.** Warwick, Mal. Berkeley, CA: Strathmoor Press. Ref HV41.2 .W378 2001. The 2001 edition is also available as an e-book. The author presents techniques and approaches to writing fundraising letters that proved successful for him.

**Nonprofit Boards: Roles, Responsibilities, and Performance.** Duca, Diane J. New York: Wiley, 1996. Ref HD2769.15 .D83. Provided are several perspectives on board structure, composition, roles, functions, and several options to fulfilling a board's governance responsibilities. Also, issues, which can be challenging to the board and the nonprofit organizations, are discussed as well.

**Organization Charts: Structures of 200 Businesses, Non-profit Organizations.** Detroit, MI: Gale Research, 2000. Ref HD38 .0738. 200 actual organizational charts for active companies, this book can serve as a tool for "comparing companies within and across industries, when identifying key positions within an organization, when analyzing the span of control in corporations, when studying how competitive companies organize their activities and when remodeling their own corporate structure after successful companies."

## *Nonprofit Careers:*

**Jobs & Careers with Nonprofit Organizations.** Krannich, Ronald L. Manassas Park, VA: Impact Publications, 1999. Ref HD2769.2 .U6 K7. Includes information on the structure of the nonprofit world and outlines job search strategies appropriate for finding employment. Also, has contact information on more than 300 nonprofit organizations.

**Nonprofit's Job Finder.** Lauber, Daniel. River Forest, IL: Planning/Communications, c1992. Fenwick Library Ref HD5710.5 .L38 1992.

**100 Best Nonprofits to Work For.** Hamilton, Leslie and Robert Tragert. New York: Macmillan, 1998. Ref HD2769.2 .U6 H365. A list of organizations, varying in size, which are recognized as leaders in their selected areas of activity.

**Opportunities For Vocational Study: A Directory of Learning Programs Sponsored by North American Nonprofit Associations.** Wright, Phillip C. Toronto: University of Toronto Press, 1994. Ref HD5715.5 .C2 W75. Descriptions of educational/training programs for use in business/commerce/industry and to a lesser extent, in technical occupations. Medical and health related programs without a significant management course component are not included.

*Nonprofit Career Websites:*

**America Job Bank** - <http://www.ajb.dni.us>

**Community Career Center** - <http://www.nonprofitjobs.org/>

Search nonprofit job opportunities by job type, member organization, employer name, job title, work location, mission, and/or minimum salary.

**FedWorld Federal Job Search** - <http://www.fedworld.gov/jobs/jobsearch.html>

**Nonprofit Career Network** - <http://www.nonprofitcareer.com/>

Contents include non-profit job resource center; directory of professional services; best non-profit web sites; jobs, conferences, workshops & conventions; and frequently asked questions.

**Opportunity Knocks** - <http://www.opportunitynocs.org>

A leading source of nonprofit jobs and career opportunities

## Periodicals

**Advancing Philanthropy**, 2000 -

**ARNOVA news**, current two years (Fenwick Library)

**The Chronicle of Philanthropy**, current three months.

**Currents** (formerly CASE currents), 2000 -

**Foundation News & Commentary**, 2000 -

**Journal of Nonprofit & Public Sector Marketing**, 1993 - (Fenwick Library)

**Journal of Taxation of Exempt Organizations**, 1993 - (Law Library)

**Journal of Voluntary Action Research**, 1980-1988 (Fenwick Library); 1977-1979 (Arlington)

**Leader to Leader**, 2000 -

**Management Accounting**, 1983- 1999 (Fenwick Library) 1973-1982 (Arlington)

**Neighborhood Works**, 1997-1998 (Fenwick Library)

**New Directions for Philanthropic Fundraising**, 2000-

**Nonprofit and Voluntary Sector Quarterly**, 1989 - (Fenwick Library)

**Nonprofit Management and Leadership**, 1996 - (Fenwick Library)

**Nonprofit Times**, 2000 -

**Voluntas : International Journal of Voluntary and Non-profit Organizations**, 1996 - (Fenwick Library)

## Electronic Resources

## *CD-ROMs:*

**Nonprofit World** (1983-1996), ask for at Reference Desk HD62.9 .N69

## *Databases at GMU*

(<http://ers2000.gmu.edu/sql/alldbwiz.php3>)

**ABI Inform** (includes some full text documents)

**Dissertation Abstracts**

**EconLit**

**ERIC**

**Expanded Academic ASAP** (include some full text documents)

**Factiva** (includes some full text documents)

**General BusinessFile ASAP** (includes some full text documents)

**Lexis-Nexis Academic** (includes some full text documents)

**MOCAT - Catalog of GPO Publications**

**PapersFirst**

**Periodical Abstracts** (includes some full text documents)

**Public Affairs Information Service**

**Social Service Abstracts**

**Sociological Abstracts**

## *Internet Resources*

**Action Without Borders** <http://www.idealists.org/>

Action Without Borders is a global network of individuals and organizations working to build a network for volunteer opportunities and nonprofit services in communities around the world. The site includes: 1) over 29,000 nonprofit and community organizations in 153 countries, which you can search or browse by name, location or mission; 2) thousands of volunteer opportunities in your community and around the world, and a list of organizations that can help you volunteer abroad; and 3) the best Nonprofit Career Center on the Web, with hundreds of job and internship listings

**Association of Fundraising Professionals** - <http://www.afpnet.org/>

AFP is the standard-bearer for professionalism in fundraising. This organization “represents 26,000 members in 167 chapters throughout the United States, Canada and Mexico, working to advance philanthropy through advocacy, research, education, and certification programs.”

**Benton Foundation** (Best Practice Toolkit) - <http://www.benton.org/Practice/Toolkit/>

“Tools to help nonprofits make effective use of communications and information technologies.”

**BoardSource (formerly National Center for Nonprofit Boards)** - <http://www.boardsource.org>

Visit this site to discover what help is available for nonprofit leaders, boards and paid executive staff.

**Charity Net** - <http://users.aol.com/charitynet/private/index.html>

Many charity organizations can be found here.

**The Foundation Center Online** - <http://fdncenter.org/>

“Serving the information needs of grantseekers and grantmakers.”

**Handsnet** - <http://www.handsnet.org/>

An information sharing site for individuals and organizations which work with a broad range of public issues.

**GuideStar** - <http://www.guidestar.org/>

GuideStar, a project of Philanthropic Research, Inc., is a searchable database of more than 850,000 nonprofit organizations in the United States. It also provides news tidbits/bites on various topics.

**Independent Sector** - <http://www.independentsector.org/>

A “diverse collection of more than a million charitable, educational, religious, health, welfare organizations.”

**Internet Nonprofit Center** - <http://www.nonprofits.org/>

Included are a nonprofit locator to help locate any charity in the U.S., a chat room, library, links to sites of interest to donors and volunteers, and a wealth of other resources.

**Internet Resources For Non-Profit Public Service Organizations** - <http://ShortGuides.com/nonprofit>

Includes 1) information on nonprofit programs and activities; 2) business and corporate information; and 3) government information and programs.

**International Federation of Red Cross and Red Crescent Societies** - <http://www.ifrc.org/>

A comprehensive website on Red Cross, Red Crescent, and more than 178 member Red Cross and Red Crescent Societies worldwide.

**Nonprofit Gateway** - [www.firstgov.gov/business/nonprofit.shtml](http://www.firstgov.gov/business/nonprofit.shtml)

A network of links to more than 530,000 Federal government websites with information and services to nonprofit organizations.

**Nonprofit Virtual Library** - <http://www.lib.msu.edu/harris23/grants/znonprof.htm>

This website was created by Michigan State University Libraries with comprehensive online resources in nonprofit.

**PNN Online: the Nonprofit News and Information Resource** - <http://pnnonline.org>

PNNOnline delivers news, information, and resources to all segments of the nonprofit world in order to help them better achieve their goals.”