



**CFRE Resource Reading List**  
**References Appropriate for All Candidates**  
(Additional Country-Specific Resources Follow)

Once you have reviewed the **CFRE Test Content Outline** and identified areas for your personal focus during your study plan, this chart can help you identify which books are most appropriate for review in each area of the **CFRE Test Content Outline**. Some provide a comprehensive overview of fundraising, while others focus on specific knowledge areas.

**COMPREHENSIVE RESOURCES:** The resources below are comprehensive in nature, covering each of the six **CFRE** knowledge domains.

Ciconte, Barbara Kushner and Jeanne G. Jacob. *Fund Raising Basics: A Complete Guide*. Jones and Bartlett, 3<sup>rd</sup> edition, 2009.

Dove, Kent E., Jeffrey A. Lindauer and Carolyn P. Madvig. *Conducting a Successful Fundraising Program*. Jossey-Bass Publishers, 2<sup>nd</sup> edition, 2001.

Greenfield, James M. *The Nonprofit Handbook: Fundraising*. New York, NY: John Wiley and Sons, Inc., 3<sup>rd</sup> edition, 2001.

Tempel, Eugene R, Timothy L. Seiler and Eva E. Aldrich. *Achieving Excellence in Fund Raising*. Jossey-Bass Publishers, 3<sup>rd</sup> edition, 2010.

**DOMAIN-SPECIFIC RESOURCES:** The resources below focus on one or more of the six CFRE knowledge domains.

<b><u>TITLE</u></b>	<b>Current and Prospective Donor Research</b>	<b>Securing the Gift</b>	<b>Relationship Building</b>	<b>Volunteer Involvement</b>	<b>Leadership and Management</b>	<b>Ethics and Accountability</b>
Ahern, Tom and Simone Joyaux. <i>Keep Your Donors: The Guide to Better Communications &amp; Stronger Relationships</i> . New York: John Wiley and Sons, Inc., 2008.	✓	✓	✓			✓
Ashton, Debra. <i>The Complete Guide to Planned Giving: Everything You Need to Know to Compete Successfully for Major Gifts</i> , 3 <sup>rd</sup> ed. Quincy, MA: Ashton Associations, 2001.		✓				

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Burnett, Ken. <i>Relationship Fundraising: A Donor Based Approach to the Business of Raising Money</i> , 2 <sup>nd</sup> ed. San Francisco: Jossey-Bass, 2002.	✓	✓	✓	✓		
Connors, Tracy Daniel. <i>The Nonprofit Handbook: Management</i> , 3 <sup>rd</sup> ed. New York: John Wiley and Sons, Inc., 3 <sup>rd</sup> edition, 2001.					✓	✓
Dove, Kent E. <i>Conducting a Successful Annual Giving Program</i> . San Francisco: Jossey-Bass Publishers, 2001.	✓	✓	✓	✓	✓	✓
Dove, Kent E. <i>Conducting a Successful Capital Campaign</i> , 2 <sup>nd</sup> ed. San Francisco: Jossey-Bass, 2000.	✓	✓	✓	✓	✓	
Dove, Kent E., et al. <i>Conducting a Successful Development Services Program</i> . San Francisco: Jossey-Bass, 2002.	✓				✓	✓
Dove, Kent E., Jeffrey A. Lindauer and Carolyn P. Madvig. <i>Conducting a Major Gifts and Planned Giving Program</i> . San Francisco: Jossey-Bass, 2002.	✓	✓	✓	✓	✓	
Fischer, Marilyn. <i>Ethical Decision Making in Fundraising</i> . New York: John Wiley & Sons, Inc., 2000.			✓			✓
Fredricks, Laura. <i>Developing Major Gifts: Turning Small Donors into Big Contributors</i> . Sudbury, MA: Jones and Bartlett Learning, 2006.		✓	✓			
Grace, Kay Sprinkel. <i>Beyond Fund Raising</i> , 2 <sup>nd</sup> ed. New York: John Wiley and Sons, Inc., 2005.	✓	✓	✓	✓	✓	

Revised June 2011

<b><u>TITLE</u></b>	<b>Current and Prospective Donor Research</b>	<b>Securing the Gift</b>	<b>Relationship Building</b>	<b>Volunteer Involvement</b>	<b>Leadership and Management</b>	<b>Ethics and Accountability</b>
Greenfield, James M. <i>Fund Raising: Evaluating and Managing the Fund Development Process, 2<sup>nd</sup> ed.</i> New York: John Wiley and Sons, Inc., 1999.		✓	✓	✓	✓	✓
Greenfield, James M. <i>Fund-Raising Fundamentals: A Guide to Annual Giving for Professionals and Volunteers, 2<sup>nd</sup> ed.</i> New York: John Wiley and Sons, Inc., 2002.	✓	✓	✓	✓	✓	✓
Hart, Ted and James M. Greenfield, Pamela M. Gignac and Christopher Carnie. <i>Major Donors: Finding Big Gifts in Your Database and Online.</i> New York: John Wiley and Sons, Inc., 2006	✓	✓			✓	✓
Hart, Ted, Steve MacLaughlin, James M. Greenfield, and Philip H. Geier, Jr. <i>Internet Management for Nonprofits.</i> New York: John Wiley & Sons, Inc., 2010.	✓	✓	✓	✓		
Hogan, Cecilia and David Lamb. <i>Prospect Research: A Primer for Growing Nonprofits, 2<sup>nd</sup> ed.</i> Jones and Bartlett Learning, 2007.	✓					
Joyaux, Simone P. <i>Strategic Fund Development: Building Profitable Relationships That Last, 3<sup>rd</sup> ed.</i> Aspen Publishers, 2011.			✓	✓	✓	✓
Kihlstedt, Andrea and Catherine P. Schwartz. <i>Capital Campaigns: Strategies That Work, 3<sup>rd</sup> ed.</i> Aspen Publishers, 2009.	✓	✓	✓	✓		
Lautman, Kay Partney. <i>Direct Marketing for Nonprofits.</i> Gaithersburg, MD: Aspen Publishers, 2001.		✓				

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Petty, Janice Gow. <i>Ethical Fundraising: A Guide for Nonprofit Boards and Fundraisers</i> . New York: John Wiley and Sons, Inc., 2008		✓	✓			✓
Rosen, Michael J. <i>Donor-Centered Planned Gift Marketing</i> . New York: John Wiley & Sons, Inc., 2011.	✓	✓	✓			
Warwick, Mal. <i>Revolution in the Mailbox: Your Guide to Successful Direct Mail Fundraising</i> . San Francisco: Jossey-Bass Publishers, 2004.		✓				

## **Additional Resource Readings for Canadian Form of Examination**

Bourgeois, Donald J. *Charities and Not-for-Profit Fundraising Handbook*. Markham, ON: Lexis-Nexis Butterworths, 2000.

Bourgeois, Donald J. *The Law of Charitable and Non-Profit Organizations*. Markham, ON: Lexis-Nexis Butterworths, 2<sup>nd</sup> edition, 1996.

*Canadian Institute of Chartered Accountants CICA Handbook – Accounting, Part III Financial Reporting for Not-for-profit Organizations*, 2011

*National Survey on Giving, Volunteering and Participating*. Toronto, ON: Imagine Canada. Annual publication.

Minton, Frank and Somers, L. *Planned Giving for Canadians*. Waterdown, ON: Somersmith. Revised 2007; update 2010.

Canada Revenue Agency:

*Fundraising by Registered Charities* – Guidance, CPS 028, June 2009

*Gifts and Official Donation Receipts*, IT 110R3, June 1997

*Gifts in Kind to Charity & Others*, IT 297R2, March 1990

## **Additional Resource Readings for United Kingdom Form of Examination**

Craigmyle and Company, Ltd. *The Craigmyle Guide to Charitable Giving and Taxation*. Craigmyle and Company, Ltd., 2007. *Subscription based, with regular bulletins. To be renewed annually. 2011 version to be recommended.*

*Data Protection Act (1998)*, Her Majesty's Stationery Office

Day, Andrew and Paul Molloy. *Capital Campaigns: The Compton Way*. Harbury, England: Compton Fundraising Consultants, Ltd., 2005.

*Gift Aid Scheme, Finance Act (2000)*, Inland Revenue (Charities) Her Majesty's Stationery Office. *Finance Act (2010) with web link [www.legislation.gov.uk](http://www.legislation.gov.uk) for access to the new Act.*

The Institute of Chartered Secretaries and Administrators, *The Charities Manual: A Complete Guide to Voluntary Organisation Management*, ICSA Publishing Ltd, 2003. *Ceased publication. To be replaced by the subscription based ICSA Charities Handbook (Looseleaf binder. ISBN: 9780902197275. Price: £180.00).*

Jay, Elaine and Adrian Sargeant. *Fundraising Management: Analysis, Planning and Practice*. London, England: Routledge, 2004. *Revised and updated version – 2nd edition, January 2010. (ISBN 978 0 415 45154 3).*

**The Charities Act (1992).** Charity Commission, Her Majesty's Stationery Office. *Charities Act 2006 with web link [www.legislation.gov.uk](http://www.legislation.gov.uk) for access to the new Act.*

### **Additional Resource Readings for United States Form of Examination**

*Form 990.* Internal Revenue Service. [www.irs.gov](http://www.irs.gov)

*Giving USA.* Annual publication. [www.givingusareports.org](http://www.givingusareports.org)

Hopkins, Bruce R. *The First Legal Answer Book for Fund-Raisers*. New York, NY: John Wiley & Sons Inc., 2000.

Hopkins, Bruce R. *The Legal Answer Book for Nonprofit Organizations*. New York, NY: John Wiley & Sons Inc., 1996.

Hopkins, Bruce R. *The Tax Law of Charitable Giving, 4<sup>th</sup> ed. with recent supplements*. New York, NY: John Wiley & Sons, Inc., 2011.