

Dear Portal Visitors:

The recently asked question about how to access job listings in the nonprofit area is a very interesting inquiry and one I am asked quite frequently. Whether is it someone currently employed at a non profit seeking a new position, an individual hoping to return to the sector, or a new college graduate, we all seem to be searching for the best place(s) to find the perfect position! It is my belief that the Greater Milwaukee community will greatly benefit from a resource that specifically focuses on positions available in the sector. What a phenomenal treasure it will be to someday have a “central location” where position descriptions are posted, culminated and disseminated. Some groups are presently evaluating the development of such a resource.

Presently, there are a few ways I would suggest to embark upon a search. As non-technical as it may appear, the primary source for non profit jobs in our community continues to be *word-of-mouth*. In order to take advantage of opportunities in this informal fashion, one can approach it in three primary ways: First, send a “results oriented” resume to leaders of organizations that are of potential interest. Second, ask these professionals to meet with them in person to learn more about their organization as well as to discuss any ideas they might have to make your search more successful. Finally, sign up to volunteer at an organization whose mission and purpose are aligned with your values and interests. Not only is volunteering rewarding, it also allows a job seeker to remain in the loop around opportunities in the sector. One source of volunteer job opportunities is The Volunteer Center of Greater Milwaukee. <http://www.volunteermilwaukee.org>. This URL may change, as the Volunteer Center has recently merged with the Nonprofit Center of Milwaukee.

Within the health care or academic arenas of the non profit sector, many organizations and institutions have sophisticated web sites with their job opportunities posted. In the arts, environment and/or social service arenas, often advertise in the Milwaukee Journal – Sentinel <http://www.jsonline.com> . However, advertising can be a costly resource for non profits and consequently, is not widely used except for senior level positions. Moreover, it is critical to carefully scan all job categories as there is no non profit specific category.

For positions in another city, and/or at a senior leadership level, I recommend two national publications: the NonProfit Times, <http://www.nptimes.com> and the Chronicle of Philanthropy, <http://www.philanthropy.com>. Locally, fund development position listings may be found at our local chapter of the Association of Fundraising Professionals, <http://www.afpmilwaukee.org>. Incidentally, there is a great need for professionals to enter into the very rewarding and respected field of fund development in our community.

If you have a focused area of interest, such as a particular religious faith, a specific segment of our population, animal rights, environmental preservation, etc., search national trade association web sites that represent the local non profits that serve those missions. For example, the Alliance for Children and Families, which happens to be located in Milwaukee, posts vacancies for all of their member organizations. There are many other national membership trade associations that offer this service as well, i.e. the

Child Welfare League of America, the Evangelical Lutheran Church of America, Boys and Girls Clubs of America and hundreds more. Many non profits that have a national affiliation or parent association choose to advertise their positions on these websites because it is usually offered to them as a benefit of membership, at nominal or no charge.

If you have identified an organization that looks like it will be a good fit for you, another terrific online resource for you is GuideStar, <http://www.guidestar.org>. GuideStar reports in-depth financial information on specific non profits, as well as offers a variety of other helpful tools such as compensation surveys. If you are interested in researching more on compensation levels the Nonprofit Center of Milwaukee produces a salary and benefits survey annually. Also, the Funding Information Center at Marquette University, <http://www.marquette.edu/library/fic/> maintains several compensation guides.

So much work goes into finding the right opportunity and even more effort goes into how to best present yourself to a prospective non profit employer. To that end, I am teaching a course on November 8, 2003 at the Non Profit Center of Milwaukee on “Becoming a Non Profit Executive Director”. In this class, we will review strategies on seeking positions, such as those described above, explain how to perform an honest self skills assessment and explore many of the skills sets and traits needed to be an effective leader in the non profit sector and learn to tailor resumes and letters of applications.

I wish you the best of success in your endeavors.

Sincerely,

Mindy Lubar Price
President & CEO
Leading Transitions LLC